COVER Train "How To" Guide

December 2003

HQ Air Force Civil Engineer Support Agency
*Providing the best tools, practices, and professional support
to maximize Air Force Civil Engineer capabilities
in base and contingency operations*

COVER Train
Keeping Education & Training on-track throughout the 21st Century

CONTENTS
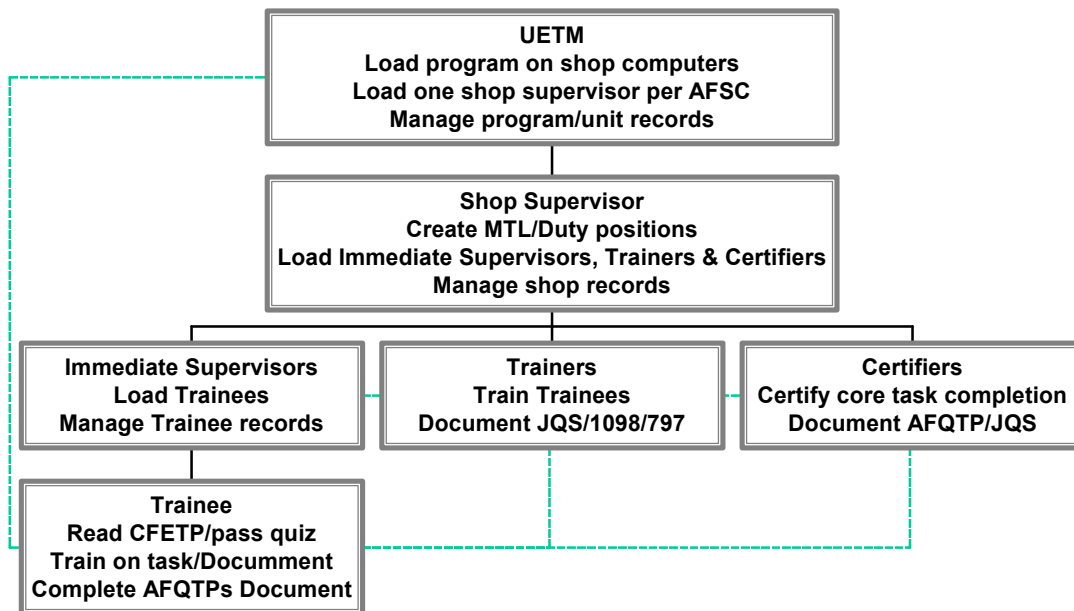
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Chapter 1

INTRODUCTION TO COVER Train

1.1. What is COVER Train? COVER Train (Contingency Operations and Vocational Engineer Review Training) is a training management and distribution system. The train analogy was chosen for its simplicity and familiarity as a cargo delivery vehicle. This concept facilitates training management for all 13 CE AFSCs.

1.2. What are COVER Train's capabilities? This product will literally "cover" CE training. This program will have the capability and capacity to deliver training to anyone, anywhere, at anytime. AFI 36-2201 was reviewed for compliance. COVER Train does not, and **will not**, **replace** "**hands-on" training**. However, advanced distributive learning media (i.e., modeling and simulation) are under review to address equipment, time, manpower, and other resource constraints. Figure 1-1 below shows general user responsibilities. See the Appendix for a comprehensive list of COVER Train's key functions.

Figure 1-1: COVER Train User Responsibilities

```
┌─────────────────────────────────────────┐
│                  UETM                    │
│        Load program on shop computers    │
│      Load one shop supervisor per AFSC   │
│         Manage program/unit records      │
└─────────────────────────────────────────┘

┌─────────────────────────────────────────┐
│              Shop Supervisor             │
│           Create MTL/Duty positions      │
│  Load Immediate Supervisors, Trainers &  │
│                Certifiers                │
│            Manage shop records           │
└─────────────────────────────────────────┘

┌──────────────────┐ ┌──────────────────┐ ┌──────────────────────┐
│ Immediate        │ │     Trainers     │ │      Certifiers      │
│ Supervisors      │ │  Train Trainees  │ │ Certify core task    │
│ Load Trainees    │ │ Document         │ │ completion           │
│ Manage Trainee   │ │ JQS/1098/797     │ │ Document AFQTP/JQS   │
│ records          │ │                  │ │                      │
└──────────────────┘ └──────────────────┘ └──────────────────────┘

┌──────────────────┐
│     Trainee      │
│ Read CFETP/pass  │
│ quiz             │
│ Train on task/   │
│ Document         │
│ Complete AFQTPs  │
│ Document         │
└──────────────────┘
```

Chapter 2

System Requirements and Installation

2.1. Minimum Computer System Requirements

NOTE: The following are minimum requirements; **more robust systems are recommended** for this application.

Stand-Alone PC / CMI Requirement

Processor	Pentium/166 MHz CPU	(Pentium II 300 MHz recommended)
RAM Memory	32MB	(64MB recommended)
Video	4MB	
Hard Drive	80MB	(450MB recommended)
Operating System	Windows (*All*), NT requires sp 6.0	
Monitor	800 x 600	
Color	16 bit	
Keyboard	101 key enhanced keyboard	
Diskette Drive	3.5" high-density diskette drive	
CD-ROM	8X CD-ROM drive	

NOTE: Please see the LAN installation guide if you are running the LAN version of COVER Train.

2.2. Installing COVER Train

2.2.1. Insert the Administrator CD into your computer's CD-ROM drive and wait a few seconds for the Install Shield program to launch. See figure 2-1
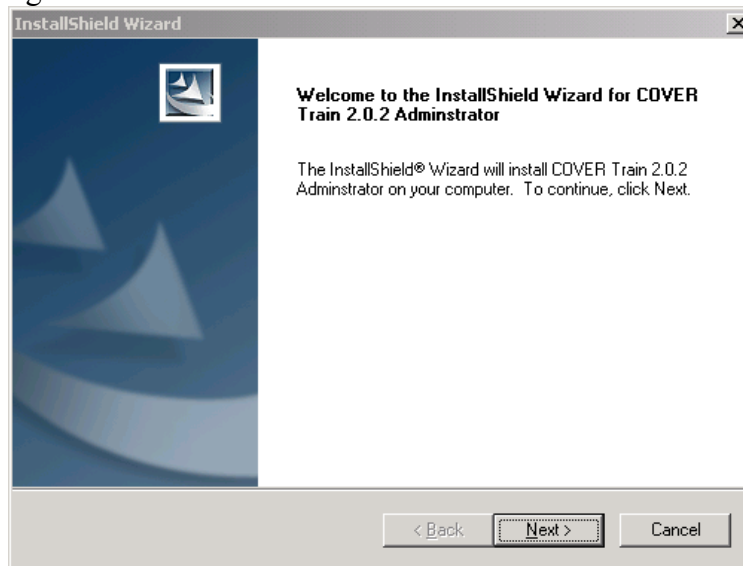
Figure 2-1
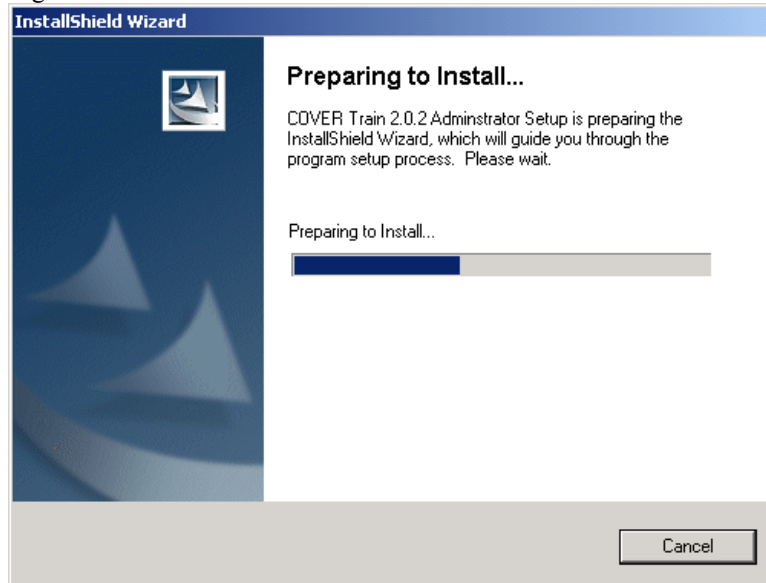
2.2.2. The Install Shield program will launch. This will prepare your computer for installation.

NOTE: You may be prompted to restart your machine here and at the end of the installation process.

2.2.3. Select **Next** to begin installing COVER Train.

Figure 2-2

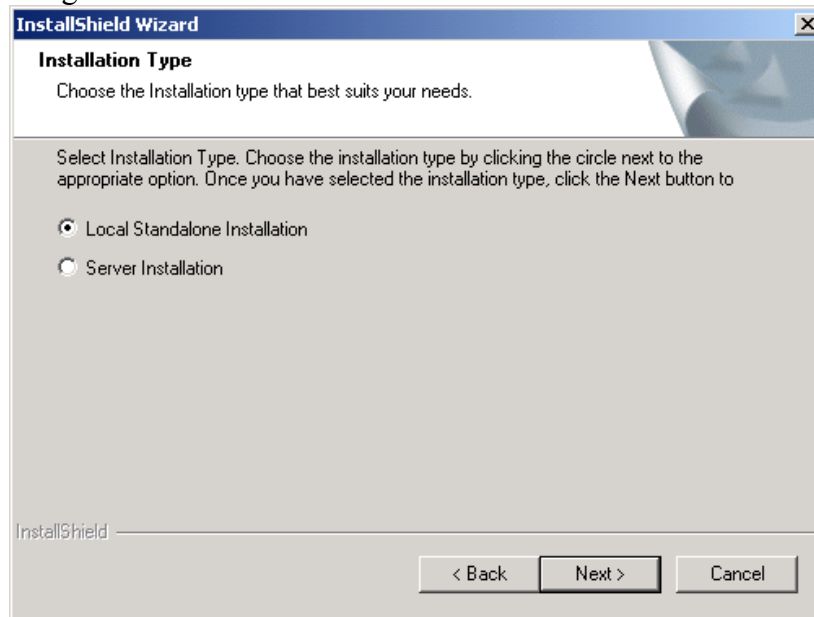2.2.5. Enter your customer information and select **Next**.

Figure 2-3
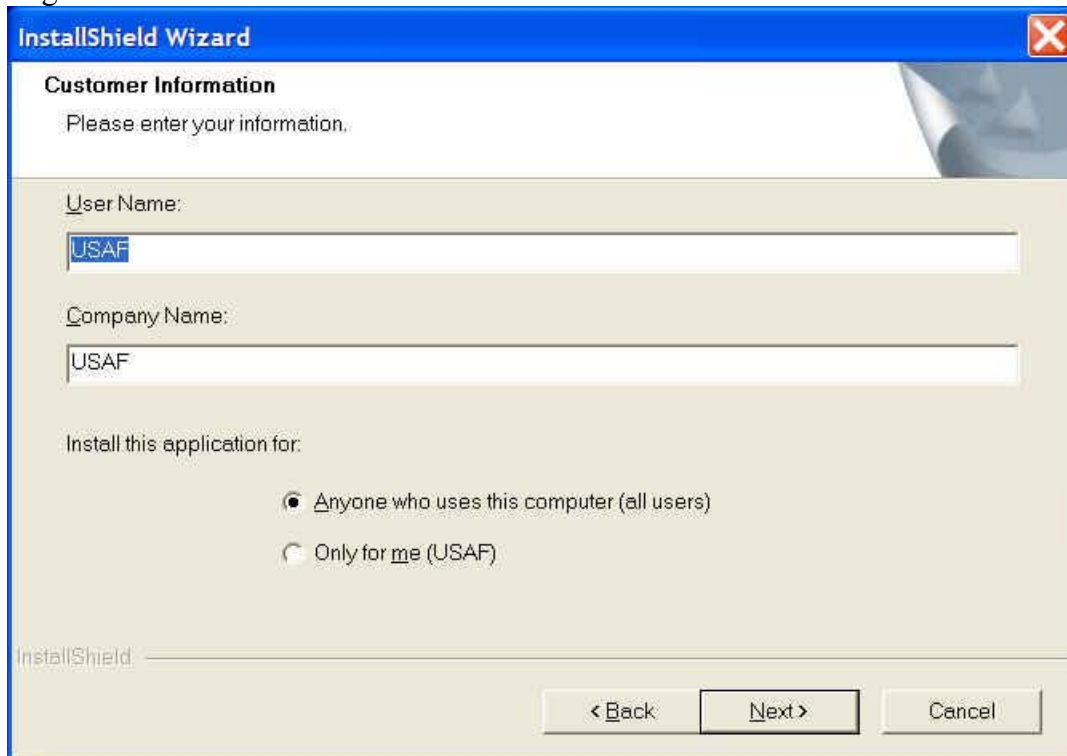
2.2.6. Select the setup type that best suits your needs and select **Next**.
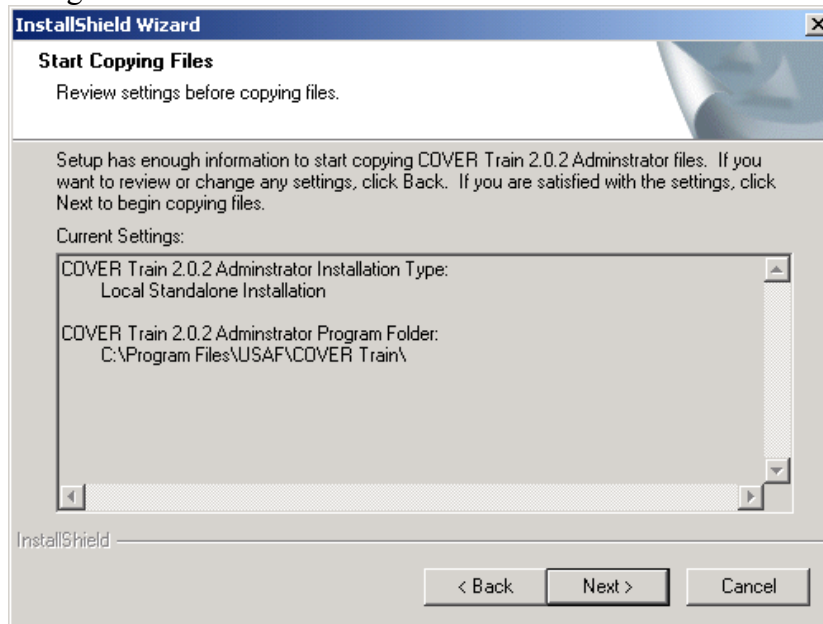
Figure 2-4

NOTE: The server installation is for system administrators only. For instructions on server installation, please see the LAN Installation Guide.

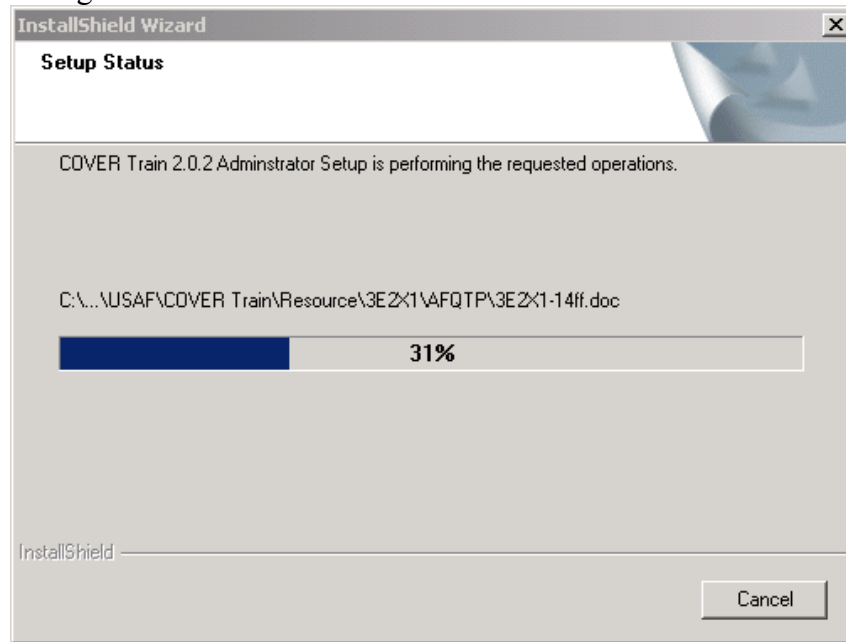2.2.7.   Select **Next** to begin installing COVER Train
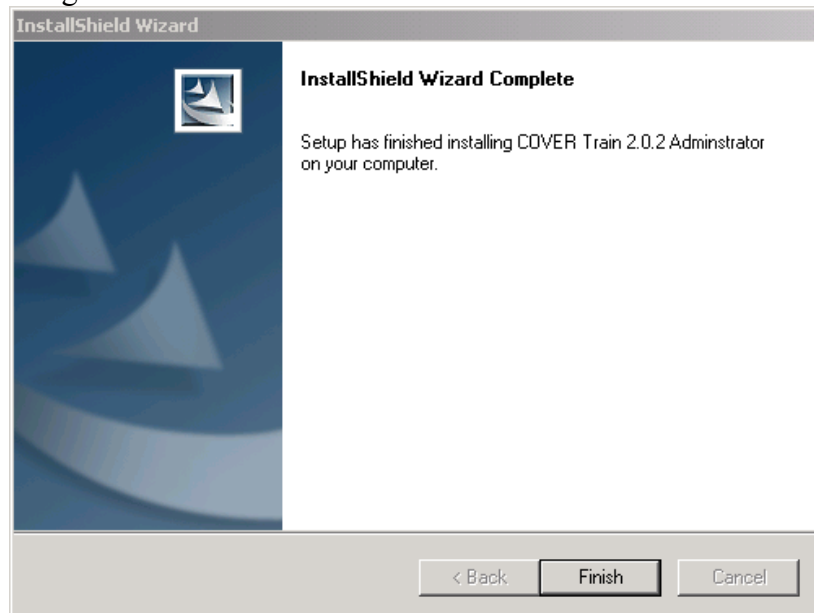.

Figure 2-5

2.2.8. When the COVER Train files are successfully installed, select **Next**.

Figure 2-6


2.2.9. Select **Finish** to complete the installation.

Figure 2-7

Installing COVER Train (Cont'd)

2.2.10. For COVER Train to work properly you must have several viewers installed locally. If you do not have Adobe Acrobat® Reader, Microsoft Media Player version 6.4 or higher, Microsoft PowerPoint 97 Reader, or Microsoft Word 97 Reader installed on your computer, you must do so now. From the setup screen, select the Viewers folder to open the window shown below. Double-click an icon to install the corresponding viewer. These viewers will guide you through the installation process.
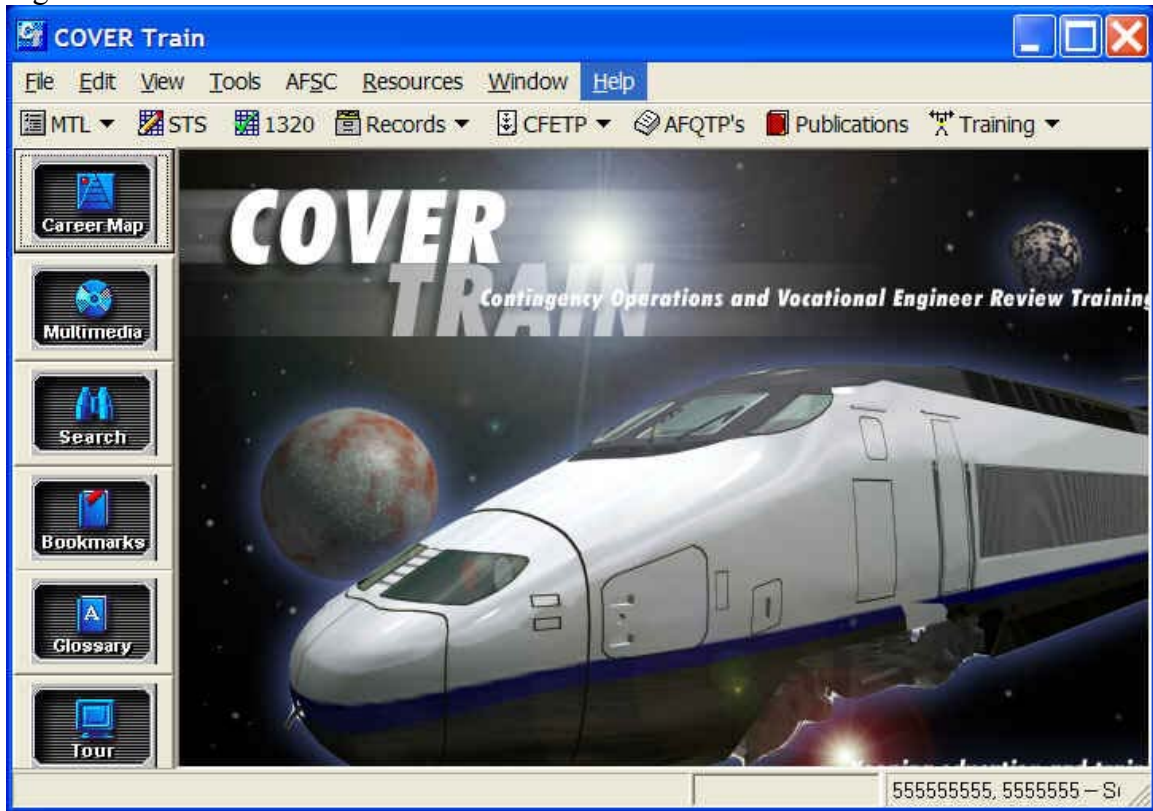
Figure 2-8
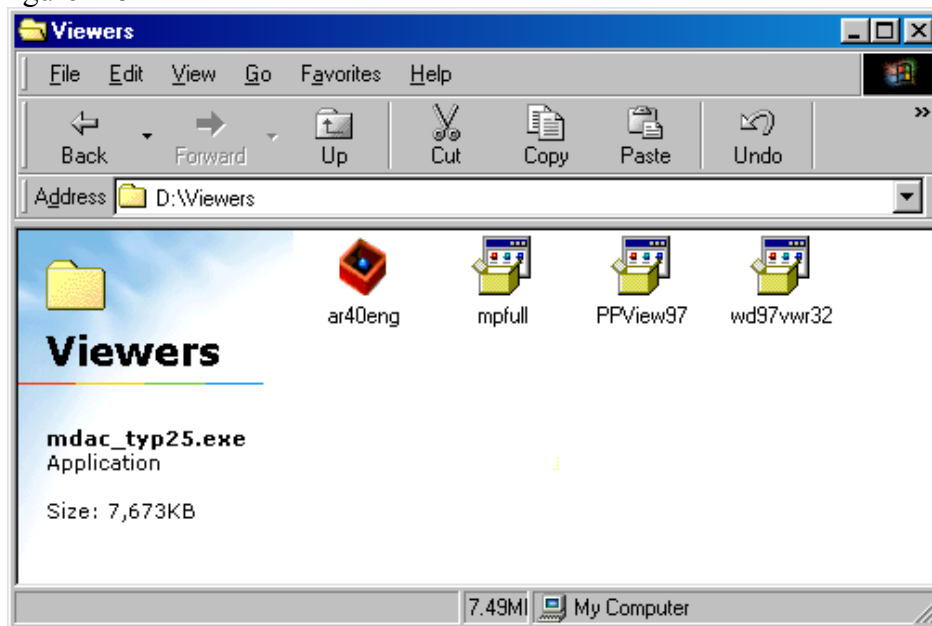
2.3. <u>Downloading / Installing COVER Train Patches</u>

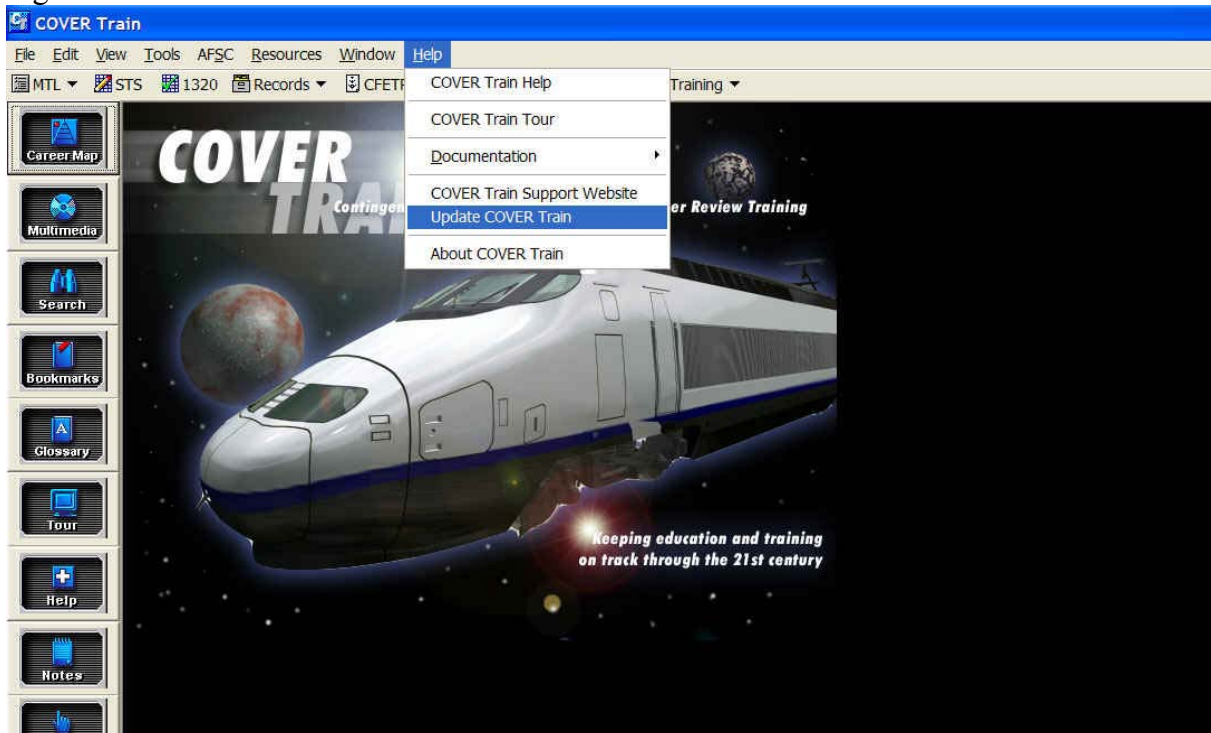2.3.1.   From the top menu bar, **click** the help menu option.

Figure 2.9

Downloading / Installing COVER Train Patches (Cont'd)

2.3.2. From the drop down listing **select** Update COVER Train. This will open the Update COVER Train website link.
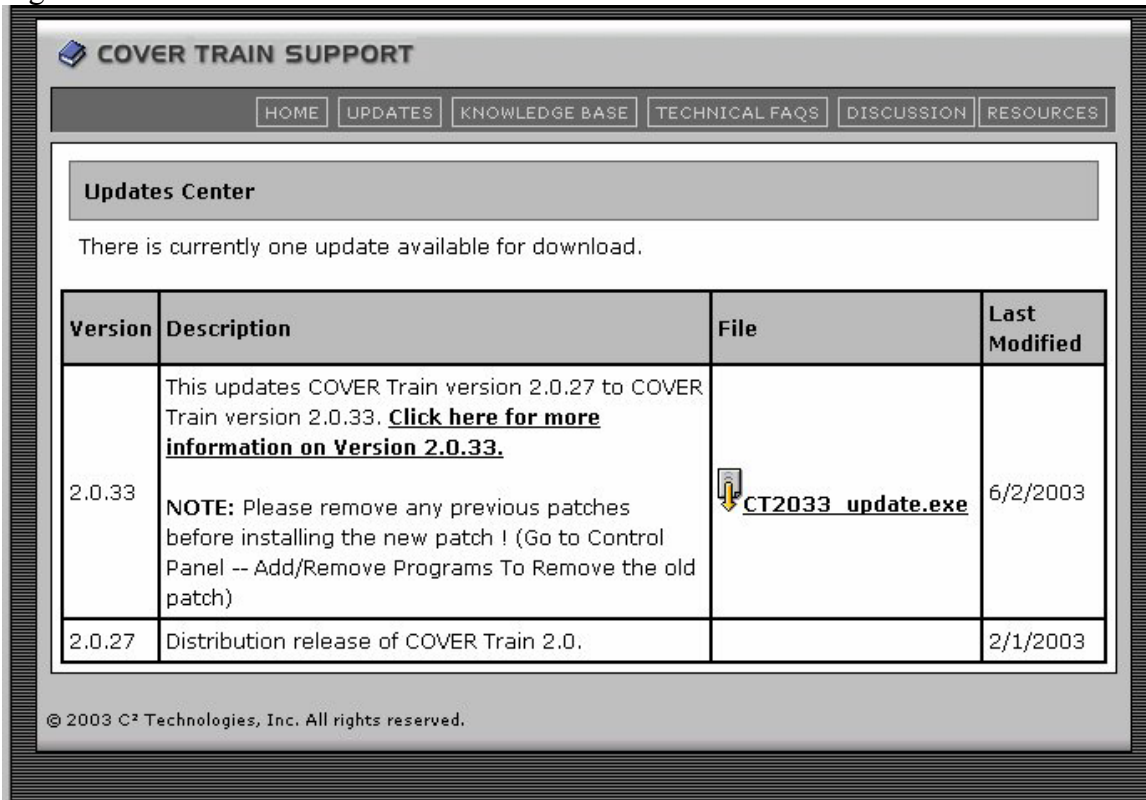
Figure 2.10

Downloading / Installing COVER Train Patches (Cont'd)

2.3.2. From the file column, **click** the patch to start the download process to your local drive.

For more information about the patch, from the description column select the "Click here for more information" link to read more about the patch.

The Last Modified Column displays the date of the patch release.

Figure 2.11

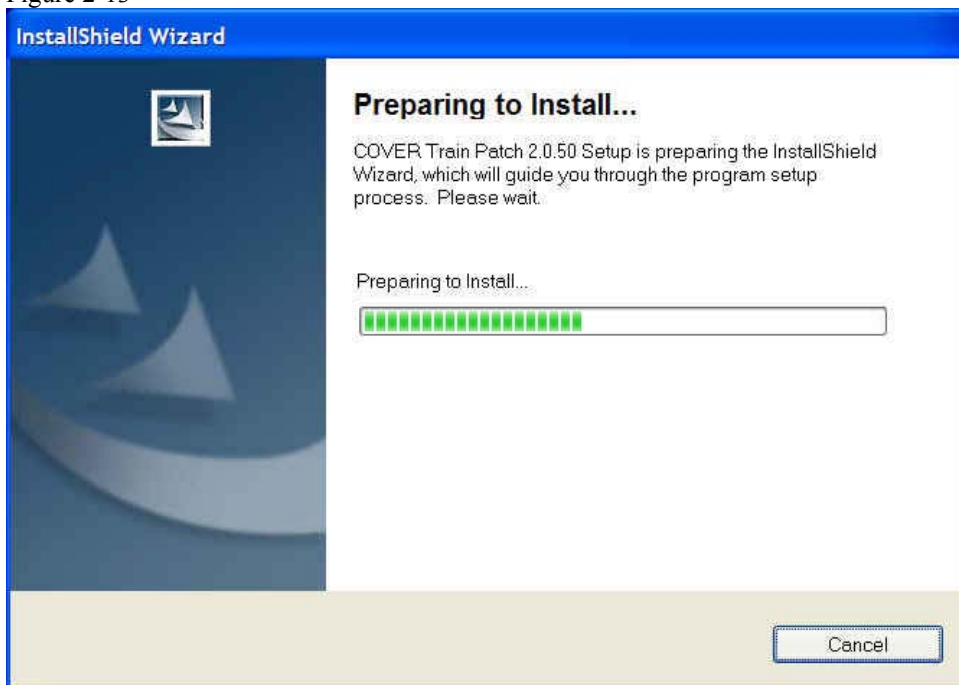## Downloading / Installing COVER Train Patches (Cont'd)

2.3.3.   Unzip the patch by double clicking the zip file to open and click the patch to begin the extraction.

Figure 2-12
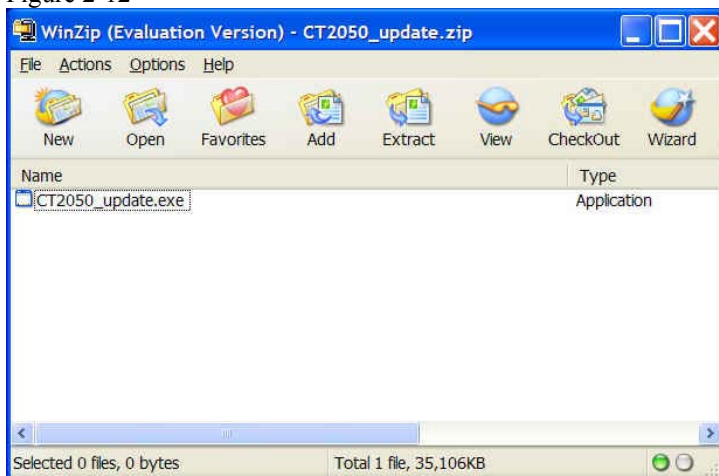
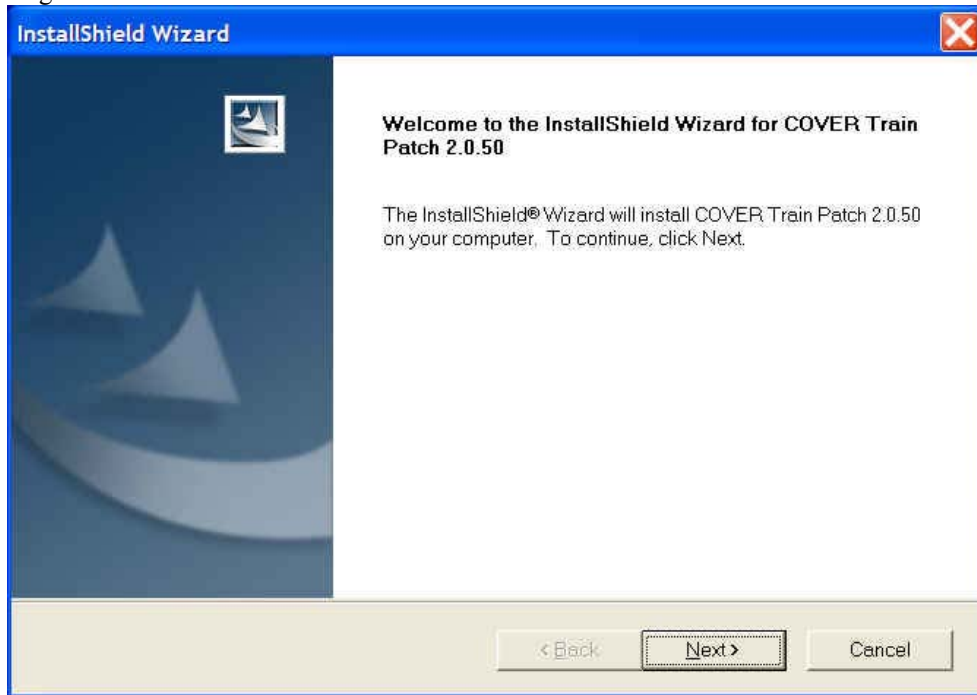2.3.4. Run the patch by double clicking on the patch to begin.

Figure 2-13

## Downloading / Installing COVER Train Patches (Cont'd)

2.3.5. Click Next to begin the installation of the COVER Train patch.

Figure 2-14

2.3.6. If this is the first patch that you have installed, please Skip this step. If there is already an existing older patch located on the computer, you must remove it before continuing the install. To do this click the remove option. After the remove is complete, run the patch again by completing the steps listed above.
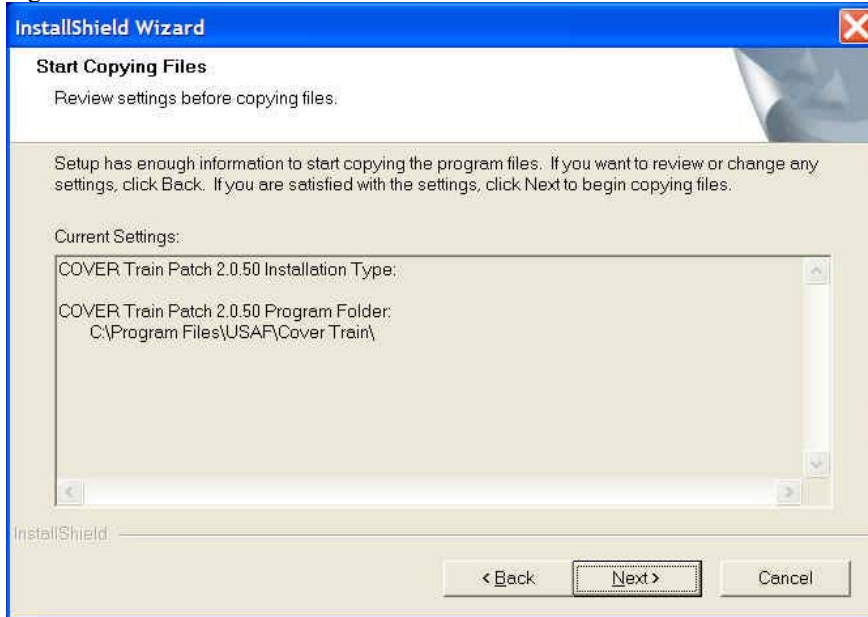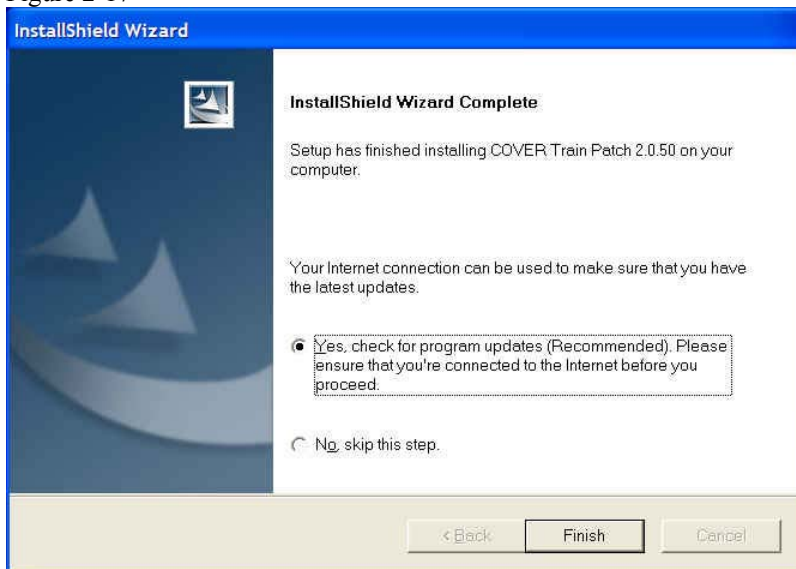
Figure 2-15
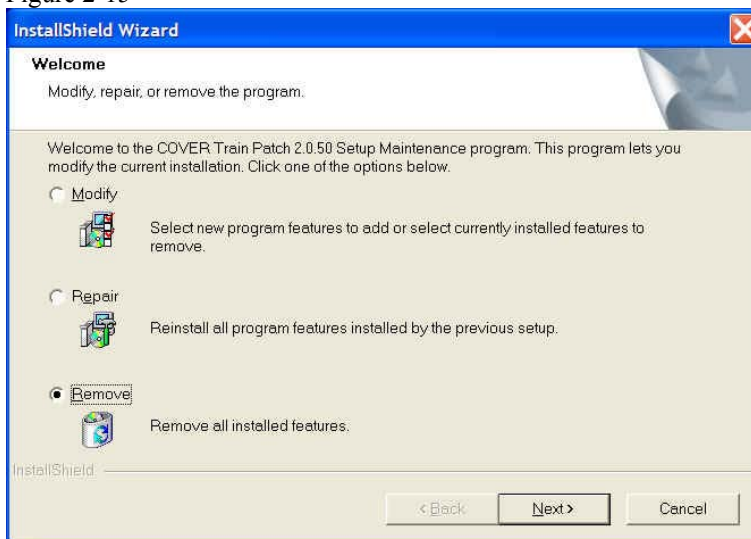
2.3.7. Click next to begin copying the patch files to the COVER Train program directory.

Figure 2-16

2.3.8. Select the "Yes or No" option to have COVER Train check to ensure that there are no further program updates that need to be run. Once you have completed your selection, click Finish to complete the COVER Train update process.

Figure 2-17

2.3.9. Once you have completed that patch, you will need to start COVER Train to allow the program to automatically update the database.

Chapter 3

GENERAL FUNCTIONS

3.1. Career Map

The Career Map function presents the career development diagram. By pointing to each of the badges on the right you will see the average amount of time it takes active duty members to achieve that rank.

3.2. Multimedia

The Multimedia list provides a link to the HQ AFCESA CE Enlisted Education/Training website page.

3.3. Search

The Search function allows you to search different areas of COVER Train for a word or phrase. Once you have selected a term, double click it to open the term's corresponding adobe file. The search function only allows you to search document titles and not the actual content.

3.4. Bookmarks

The Bookmarks function allows you to save current window and document settings. You can rename, open, add, or remove a bookmark.

3.5. Glossary

The Glossary function contains a list of terms discussed throughout the COVER Train Management System. Select the letters at the top of the box to view a list of terms under that letter, or type the specific term in the search engine, and select 'Search'. Double-click the term to view its definition.

3.6. Tour

The Tour function is designed to help you navigate through various applications in animated form.

3.7. Help

The Help option provides a searchable database of topics on which you can receive help.

3.8. Notes

The Notes function allows you to keep and manage personal notes within COVER Train. You can delete, print, or save comments you have made. Once you have made more than one comment, you can select back to view each comment.

3.9. Preferences

The Preferences function allows you to adjust various settings, such as when to display animations, text size, and location of the Resource Path. The preference function also allows users the ability to change from a local stand alone database to a LAN database.

3.10. Online

The Online function takes you to the AFCESA homepage.

Chapter 4

UNIT EDUCATION and TRAINING MANAGER FUNCTIONS

4.1. Load COVER Train

4.1.1. As a UETM, you are responsible for loading COVER Train on each shop's main computer or on the LAN system. See chapter 1 for loading instructions. You may find it necessary to burn additional CD-ROMs.

4.2. Initialize COVER Train

4.2.1. If a shortcut was not created from your Windows Programs list, select the **CT** icon. After the brief introductory video, the Login box opens. To initially enter the program, type the following information:

> STEP-1. Input **User ID :** 123456789

> STEP-2. Input **Password**: *123abcd!*

> STEP-3. Select **UTM** from the **Access Level** drop-down list.

> STEP-4. Select **OK** to launch COVER Train.

4.3. Load UTM

Select **Records** option from the tool bar on the main screen and go to **Administrator** to open the Administrator Information screen. Follow below steps

> STEP-1. Select **New User**.

> STEP-2. Select the **UTM** checkbox under **Access Levels**.

NOTE: If this is the first time you are initializing COVER Train, the administrator records window will already be open for you. Please skip steps 1 and 2.

> STEP-3. Enter your password.

Note: COVER Train passwords are case sensitive and must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z). **Passwords can only be changed by user or reset by UTM once established.**

> STEP-4. Enter data in required fields listed in 4.3.2.

Figure 4-1

4.3.2. Figure 4-1 above shows the minimum entries required to load a UTM:
  - Last Name, First Name, MI
  - Password
  - Access Level (check appropriate box or boxes see page 96)
  - SSN (User ID)
  - Grade/Rank (drop down menu with edit capability)
  - AFSC: (drop down menu)
  - Unit: (drop down menu with edit capability)
  - Section: (drop down menu with edit capability)
  - Base: (drop down menu with edit capability)
  - All other fields can be filled out at a later date if needed

4.3.3. Follow these steps if your Unit, Section or Base is not listed:
  - Select the edit button next to field
  - Scroll down and/or click on first available blank line
  - Type in your Unit, Section(s) or Base
  - Select the disk in the upper left hand corner to save
  - Select yes to save the list and click X to close list
  - Select drop down box arrow
  - Select created Unit, Section or Base

STEP-5. Select OK in upper right hand corner to save record.

STEP-6. Reenter your password to confirm.

STEP-7. Select OK if SSAN is correct.

4.3.6. ****IMPORTANT**** Go into administrator record and delete the generic administrator record (admin-admin) by highlighting the record and selecting delete.

STEP-8. Select File and Log off

STEP-9. Login to COVER Train with your USER ID and Password.

NOTE: After you have loaded yourself into the system, your Social Security Number will be your User ID for future COVER Train sessions.

4.4. Load Supervisors

NOTE: You must load one supervisor in each section on their shop computers or via the LAN.

4.4.1. Select **Administrator** in the **Records** drop-down option from tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User.**

STEP-2. Enter data in required fields shown in Figure 4-2 and listed in 4.4.2.

4.4.2. Figure 4-2 shows the minimum entries required to load a Shop Supervisor:
- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes see pg. 96)
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- All other fields can be filled out at a later date if needed

Figure 4-2

NOTE: You **MUST** add a section(s) before continuing loading any further users.

4.4.3. Create supervisor's section in section field:
- Select the **edit** button next to Section
- Scroll down and/or click on first available blank line
- Type in supervisor's section
- Select the **disk** in the upper left hand corner to save
- Select **yes** to save the list and click X to close list
- Select drop down box **arrow**
- Select created section

4.4.4. Under **Access Levels**, select the **Supervisor** checkbox and any other Access Level that applies. If the supervisor is a TSgt or below ensure the trainee box is also selected.

4.4.5. Supervisor must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).
Passwords can only be changed by user or reset by UTM once established.

4.4.6. Select **OK**.

4.5. View MTL and Duty Positions

4.5.1. Select MTL from the tool bar on the main screen and select view MTL and follow below steps:

Figure 4-3
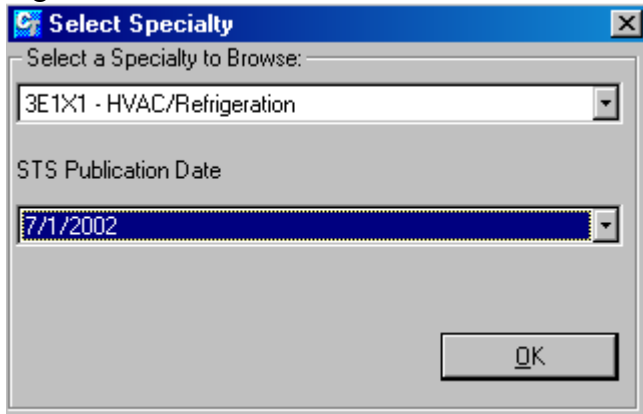
    STEP-1. Select Specialty and STS Pub date from drop down menu.

    STEP-2. Select on (insert double box icon) and select section.

Figure 4-4
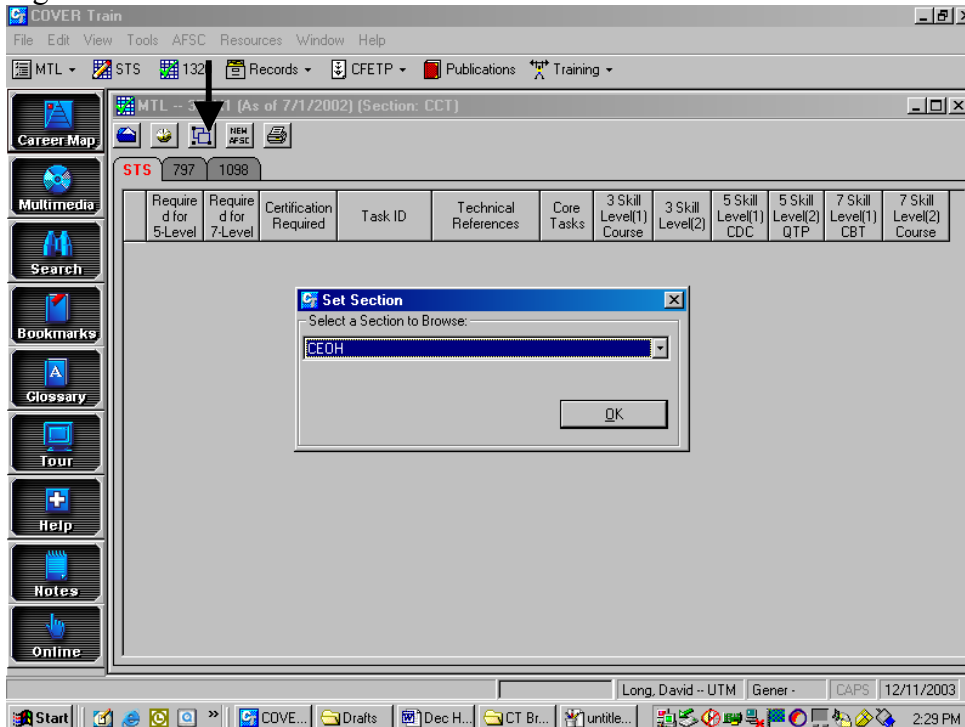
    STEP-3. Select section from drop down menu.

Select **AFSC** icon to view another AFSC and follow above steps.

4.5.2. Select Duty Position instead of MTL and repeat above procedures to view Duty Positions.

4.6. View CFETPs / STS

4.6.1. Select on **AFSC** from main menu and select **Change AFSC** and follow below steps:

STEP-1. Select the AFSC you want to view from the drop down menu.

NOTE: STS for selected AFSC will appear.

STEP-2. Select down arrow next to CFETP from the Tool bar and select CFETP or change #.

STEP-3 Review CFETP or change doc.

4.7. Review Trainee Records

4.7.1. Select **Records** from the main tool bar to view drop-down options and select **Trainee.** To open the **Trainee Records** follow below steps:

STEP-1. There are two options to search for a trainee:

STEP-1a. Select **Search** to scroll through all trainees.

STEP-1b. Enter trainee's last name in the **Last Name** field and select **Search**

STEP-2. Select the ⟩ button next to the relevant trainee's record.

STEP-3 Select **Open Trainee** box to open the Trainee Records screen

See Immediate supervisor section Chapter 6 for information on trainee forms.

4.8. Accessing 1320 Reports

4.8.1. The 1320 report provides a simple method for organizing training information about the job and the worker. You may specify people and tasks to customize your report. To run a report follow below steps:

STEP-1. Select **1320** on the toolbar to create the report.

STEP-2. Adjust the report parameters according to your needs.

STEP-3. Select **Advanced** to review the tasks for a specific trainee.

STEP-4. Select **OK** to run the report. When the report displays, place your mouse cursor over the task numbers and symbols to see the task name and status.

4.9. Review Upgrade Actions Using Air Force Form 2096

NOTE: This form is **optional** in COVER Train and used to document upgrade information on trainee for unit information only. Ensure all training requirements have been completed in accordance with the CFETP. For official upgrade actions follow your servicing Military Personnel Flight guidance.

STEP-1. Select the **2096** Tab from the trainee's records.

STEP-2. Complete all appropriate fields.

4.9.1. Initiate upgrade action in accordance with your servicing Military Personnel Flight guidance.

Chapter 5
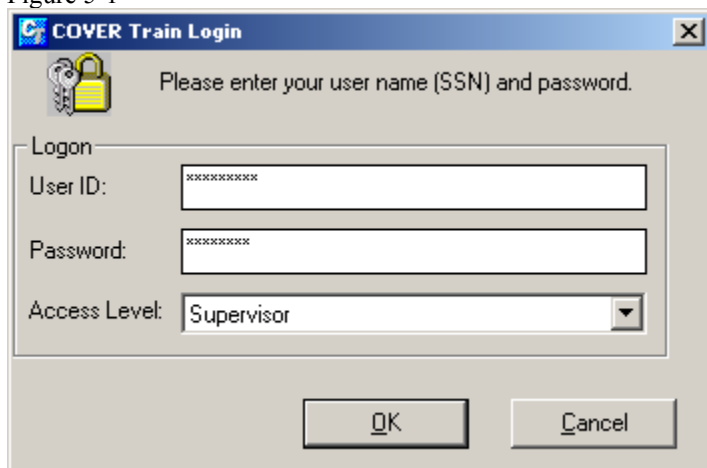
SHOP SUPERVISOR FUNCTIONS

5.1. Unit Training Manager must first load one Shop Supervisor in each section in COVER Train to Login to program. Shop supervisors are responsible for the section's training program. This chapter will explain how to develop a Master Task List, Duty Positions, Load: Immediate Supervisors, Trainers, Certifiers and Trainees. See Chapter 6 'Immediate Supervisor Functions' on how to manage Trainee's records.

NOTE: Shop supervisor may load additional shop supervisors by following steps in 5.5. and selecting the Supervisor access level. Caution: individual will have the same rights as you.

5.2. Perform Login Function

Figure 5-1

5.2.1. To Login to COVER Train follow the below steps:

STEP-1. Double click on COVER Train icon on your desktop.

STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

STEP-3. Enter your **Password.**

STEP-4. Select **Supervisor** from the **Access Level** drop-down list.

STEP-5. Select **OK** to open COVER Train.

5.3. Develop Shop's Master Task Listing

NOTE: Before you begin, verify that you are in the correct AFSC by viewing the lower right corner of the main screen. It displays Last Name, First Name; 3EXXX-AFS Title. Also, it may help to have your current shop's MTL handy. To change your specialty, select **Menu** on the tool bar and then **Change Specialty**. Select the correct specialty from the **Set Specialty** drop-down list. MTLs are tied to **section** and **AFSC** fields.

Figure 5-2
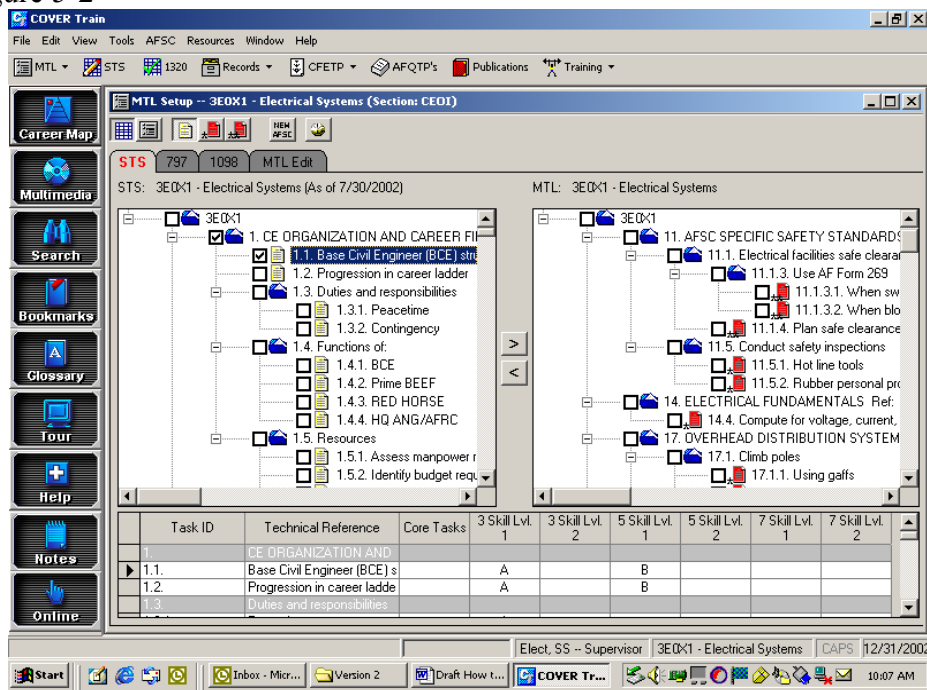
5.3.1. The MTL function allows you to create your shop's Master Task List (MTL). An MTL is part of your Master Training Plan that lists 100 percent tasks coverage to meet your sections mission requirements and includes tasks in your STS, AF Forms 797 and 1098. Ref. AFI 36-2201.

5.3.2. To Create an MTL in COVER Train, complete the following procedure:

STEP-1. Select Create MTL from the MTL drop down menu.

NOTE: The left side of the screen contains the STS (Specialty Training Standard); a list of all tasks for your specialty. The right side of the screen contains core tasks identified in the STS. Core tasks cannot be removed from the MTL. See Figure 5-2

STEP-2. Select all the check boxes next to the STS tasks that are specific to your shop's MTL.

STEP-3. Select the [>] to move the task from the STS to your MTL.

5.3.3. To remove tasks from the MTL check the boxes next to the tasks to be removed and Select the [<] to remove the task. Note: Core and diamond tasks cannot be removed.

5.3.4. To view the proficiency code for a task, select the task in the STS list and view the properties in the Task Properties box located at the bottom of the screen.

5.3.5. Add AF Form 797 tasks:

5.3.5.1. The AF Form 797 is a continuation of the CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. Follow the below steps to add AFF 797 tasks to your MTL:

Figure 5-3
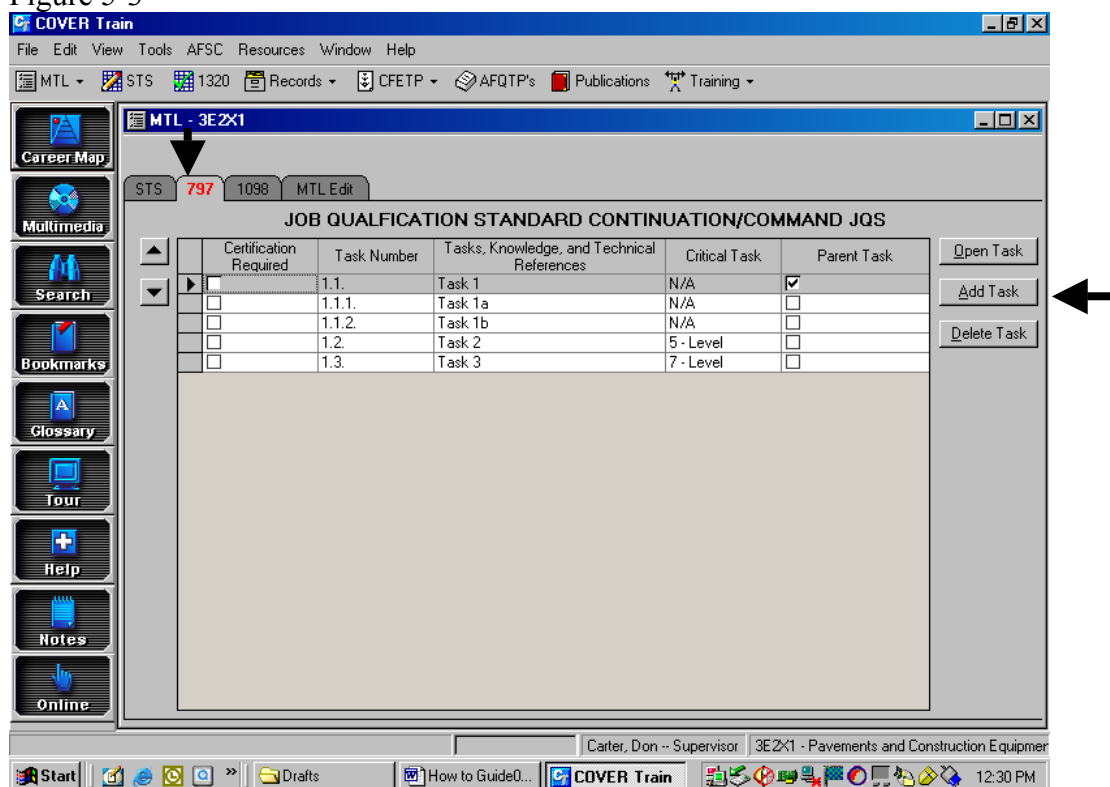
STEP-1. Select the 797 Tab to add those tasks not listed in the STS.

STEP-2. Select Add Task from right side tool bar

Figure 5-4
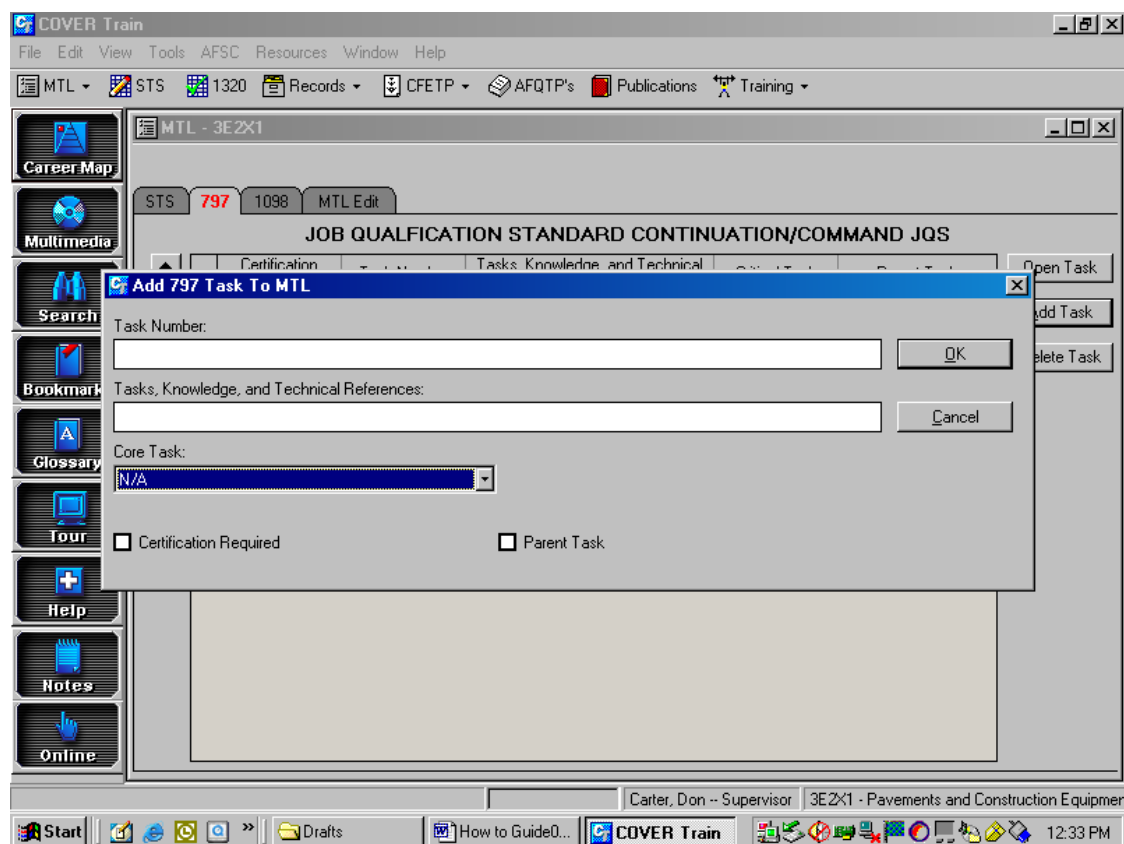
STEP-3. Enter task number in the task number field.

STEP-4. Type in task in the Task Knowledge and Technical References field.

STEP-5. Select the Core Task field to view drop down menu.

STEP-5a. N/A (not required for upgrade).

STEP-5b. 5- Level (required for 5-level upgrade).

STEP-5c. 7- Level (required for 7-level upgrade).

STEP-6. Checkmark box if parent task. Note: Parent tasks don't require initials on 797 and must include at least one child task.

STEP-7. Checkmark Certification required if certifiers initial are required for task.

STEP-8. Select OK to add tasks

NOTE: Select add task to add additional tasks. Highlight task to delete or to use arrow buttons to move up or down.

5.3.6. Add AF Form 1098 items.

5.3.6.1. The AF Form 1098 is used to document selected tasks requiring recurring training or evaluation. Follow below steps to add AFF 1098 tasks to your MTL:

Figure 5-5

STEP-1. Select the 1098 Tab.

STEP-2. Select add task from right side tool bar

Figure 5-6

STEP-3. Type the task number in the task number box

STEP-4. Type in the name of each task in the Task, Recurring Training and Technical References box.

STEP-5. Type in the frequency of training in frequency box.

STEP-6. Select due period from drop down menu.

STEP-7. Check parent task box if task is a parent.

STEP-8. Select OK to save tasks

NOTE: Select add task to add additional tasks. Highlight task to delete or to use arrow buttons to move up or down.

5.3.7. MTL Edit

5.3.7.1. The MTL Edit Tab allows you to set task requirements for 5- Level, 7- Level, or Certification.

Figure 5-7

STEP-1. Select on the MTL Edit Tab.

STEP-2. Check the corresponding boxes next to each task to determine the level required.

STEP-2a. N/A (not required for upgrade).

STEP-2b. 5- Level (required for 5-level upgrade).

STEP-2c. 7- Level (required for 7-level upgrade).

STEP-3. Checkmark Certification required if certifiers initial are required for task.

Note: Leave boxes **unchecked** if not **required** for upgrade. Core and diamond tasks cannot be changed. Only Supervisors can create/edit an MTL for any available specialty. The MTLs that a Supervisor creates are specific to that Supervisor's section and are shared by all personnel within the section.

5.4. Create Duty Position

5.4.1. A duty position is a set of tasks that are developed from your shop's MTL. Duty positions are tied to section MTL was created in. You may develop as many duty positions as needed.   To create a duty position, complete the following steps:

Figure 5-8
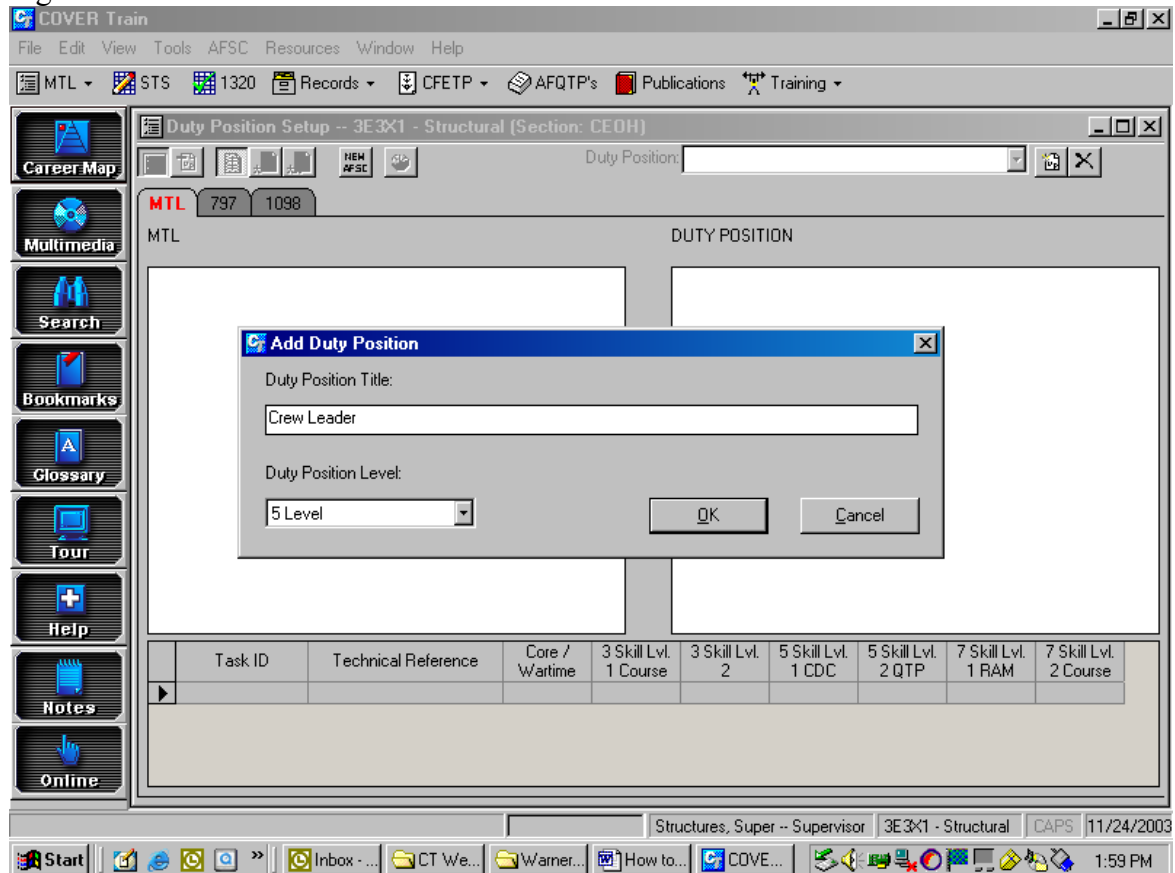
STEP-1. Select create duty position from the MTL drop down list.

STEP-2. Select the "Add Duty Position" button 🔲.

STEP-3. Type in name of your new duty position and select 5-level or 7-level from the drop down list.

NOTE: To add additional duty positions repeat above steps.

5.4.2. MTL tab

Figure 5-9
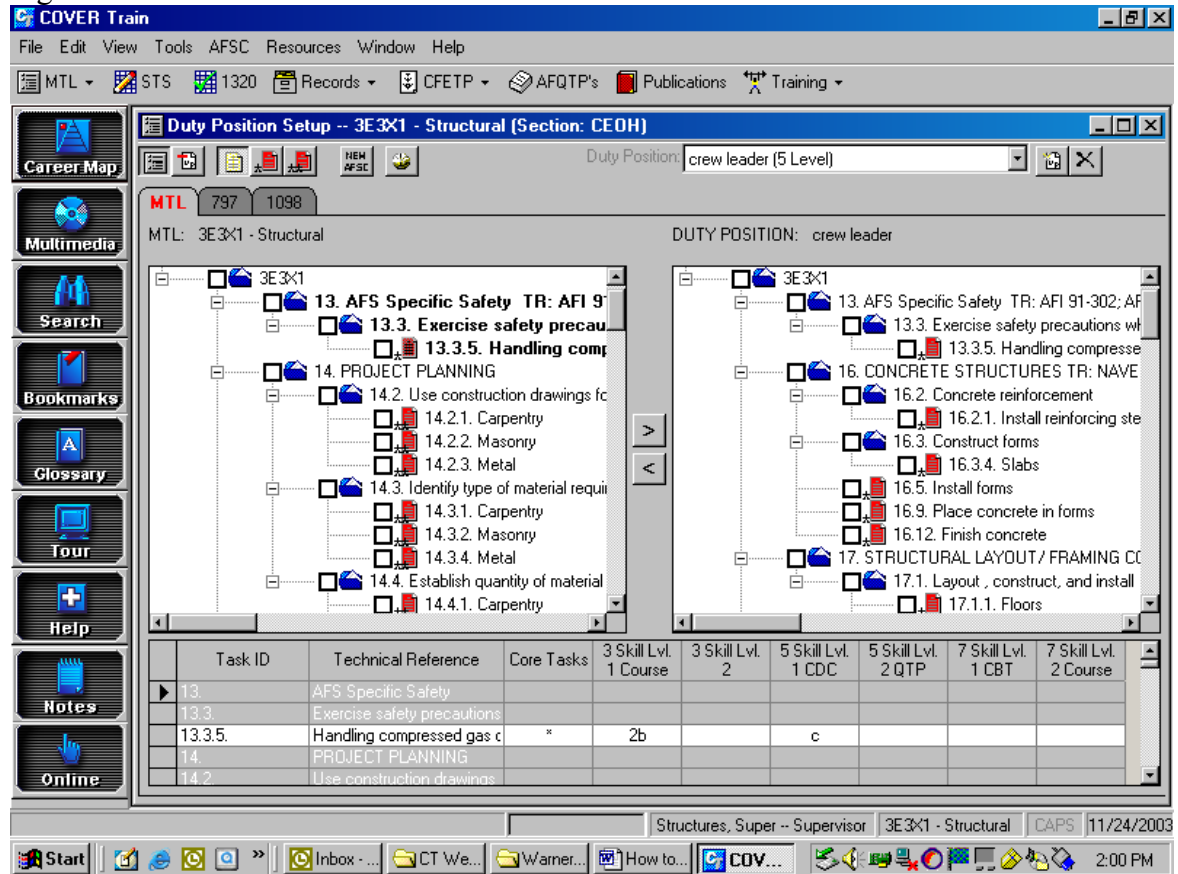
STEP-4. Select all the check boxes next to the duty position tasks.

STEP-5. Select the ▸ to add check marked tasks to the duty position.

NOTE: Skill level core, diamond and all critical tasks will already be added and cannot be changed.

5.4.3. 797 / 1098
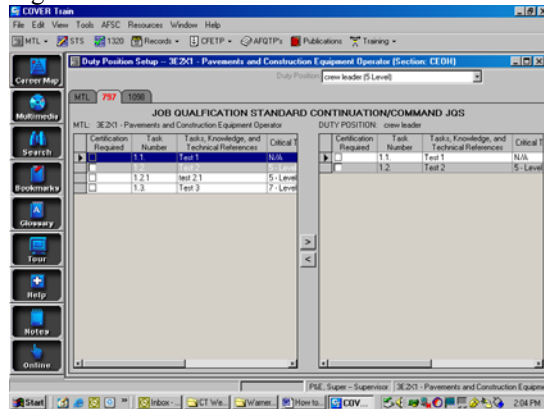
Figure 5-10   Figure 5-11
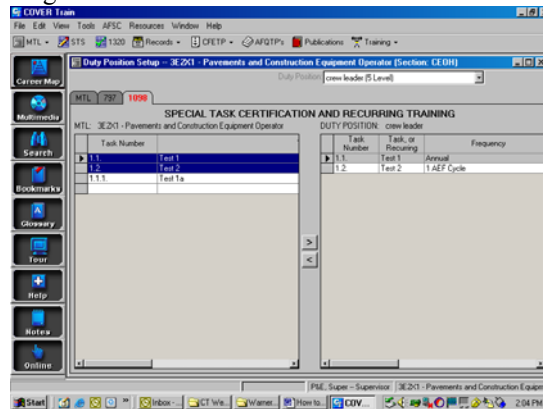
STEP-1. Select 797 or 1098 Tab.

STEP-2. Select the box left of the task to highlight.

STEP-3. Select the ⟩ key to add them to the duty position.

NOTE: Any task that are moved into a 5 or 7-level duty position are now required for that duty position. (Ex. All tasks moved into the duty position will now be required for the 5 or 7 level upgrade for trainee in that duty position.)

5.5. Load Immediate Supervisors

NOTE: You must load immediate supervisors on shop computers or via the LAN.

5.5.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Immediate Supervisor** checkbox under **Access Levels** and any other Access Level that applies. Select Trainee if TSgt or below.

STEP-4. The Immediate Supervisor must create and enter his/her password (case sensitive).

Note: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z). **Passwords can only be changed by user or reset by UTM once established.**

5.5.2. See Figure 5-12 on page 36 for minimum entries required for loading an Immediate Supervisor.

STEP-5. Select **OK.**

5.6. Load Trainers

NOTE: You must load trainers on shop computers or via LAN.

5.6.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User.**

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Trainer** checkbox under **Access Levels** and any other Access Level that applies. If Trainer is a TSgt or below select the trainee box.

STEP-4. The trainer must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z). **Passwords can only be changed by user or reset by UTM once established.**

5.6.2. See Figure 5-12 on page 36 for minimum entries required for loading Trainer.

STEP-5. Select **OK.**

5.7. Load Certifiers

NOTE: You must load certifiers on shop computers or via the LAN.

5.7.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

> STEP-1. Select **New User.**

> STEP-2. Complete the appropriate fields.

> STEP-3. Select the **Certifier** checkbox under **Access Levels** and any other Access Level that applies. If the Certifier is a TSgt or below select the trainee box.

> STEP-4. The Certifier must create and enter his/her (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z). **Passwords can only be changed by user or reset by UTM once established.**

5.7.2. See Figure 5-12 on page 36 for minimum entries required for loading Certifier.

> STEP-5. Select **OK.**

Figure 5-12

5.8. Figure 5-2 shows the minimum entries required to load Immediate Supervisor, Trainer and Certifier.
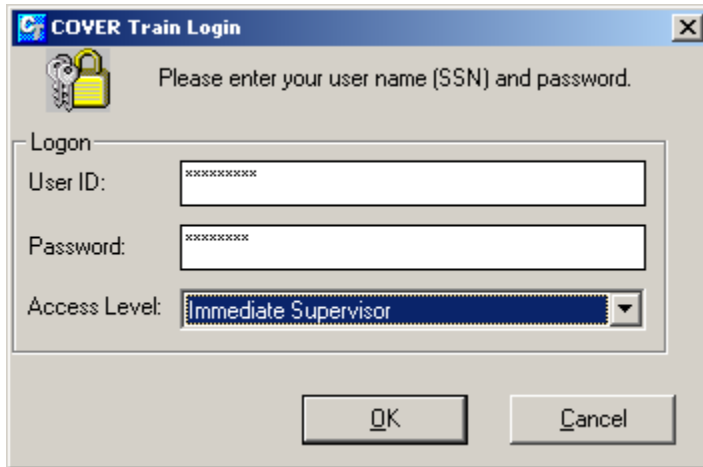
- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes See Access level functions on page 96))
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Duty Position (drop down menu) see section 5.4.
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability, see #5 below)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- Shop Supervisor (drop down menu)
- Immediate Supervisor (drop down menu)
- All other fields can be filled out at a later date if needed

Chapter 6

Immediate Supervisor Functions

6.1. Perform Login Function

Figure 6-1 Login Screen

STEP-1. Double click on COVER Train icon on your desktop.

STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

STEP-3. Enter your **Password.**

STEP-4. Select **Immediate Supervisor** from the **Access Level** drop-down list.

STEP-5. Select **OK** to open COVER Train.

6.2. Load Trainees

6.2.1. You must load trainees on shop computers or via the LAN.

STEP-1. Select **Trainee** from the **Records** drop-down menu on the main screen tool bar to open the Trainee Records screen.

STEP-2. Select **New User.**

STEP-3. Complete the appropriate fields.

6.2.2. If a duty position is selected, then all tasks associated with that duty position would be automatically shown in Trainee's Job Qualification Standard (JQS).

STEP-4. The Trainee must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z). **Passwords can only be changed by user or reset by UTM once established.**

6.2.3. See Figure 6-2 on page 39 for minimum entries required for loading Trainee.

STEP-5. Select **OK.**

Figure 6-2 Administrative Records screen

6.2.4. Figure 6-2 shows the minimum entries required to load a trainee.
- Last Name, First Name, MI
- Password
- Access Level **(check appropriate box or boxes See Access level functions on page 96)**
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Duty Position (drop down menu)
- Date entered training (Calendar selection)
- Training status code (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- Shop Supervisor (drop down menu)
- Immediate Supervisor (drop down menu)
- All other fields can be filled out at a later date if needed

6.3. Access / Update Trainee Records
6.3.1. Follow below steps to **Open Trainee Records:**

Figure 6-3

STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen.

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search.**

STEP-3.   Select the > button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

6.3.2. Trainee Profile Tab

Figure 6-4

STEP-1. Update appropriate information in each field.

NOTE: In the **Immediate Supervisor** and **Shop Supervisor** fields use the drop-down button to locate the trainee's administrators. If the intended supervisor(s) or UTM is not posted, they will need to be added to the system.

STEP-2. Select **Apply** if changes were made, Select **OK** if no changes were made.

6.3.3. 623 I Tab.

Figure 6-5

      STEP-1. Select on **623 I Tab.**

      STEP-2. Select on down arrow in DAFSC/Job series: field. Select AFSC.

      STEP-3. Double click on **Individual's Signature** box.

      STEP-4. Trainee must input his/her User ID and password.

NOTE: Date will automatically appear in Date box. This can also be accomplished when logged on as a trainee.

                                  Immediate Supervisor Functions

6.3.4. 623 II-III Tab.

Figure 6-6
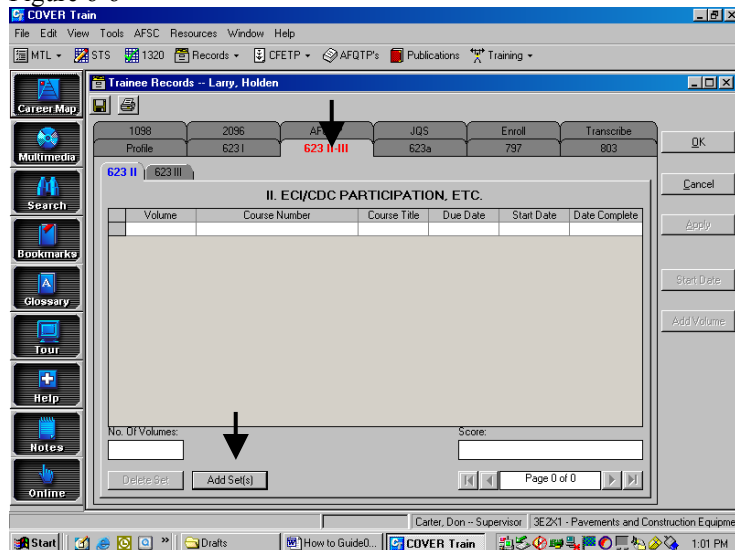
6.3.4.1. ECI/CDC PARTICIPATION, ETC.

STEP-1. Select 623 II-III tab.

STEP-2. Select Add Set(s) from botttom of screen

Figure 6-7
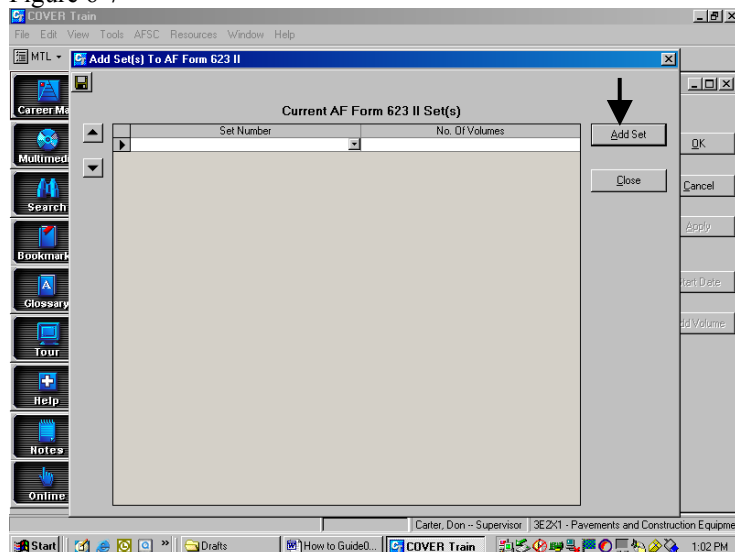
STEP-3. Select Add Set(s) from right side of screen

Figure 6-8
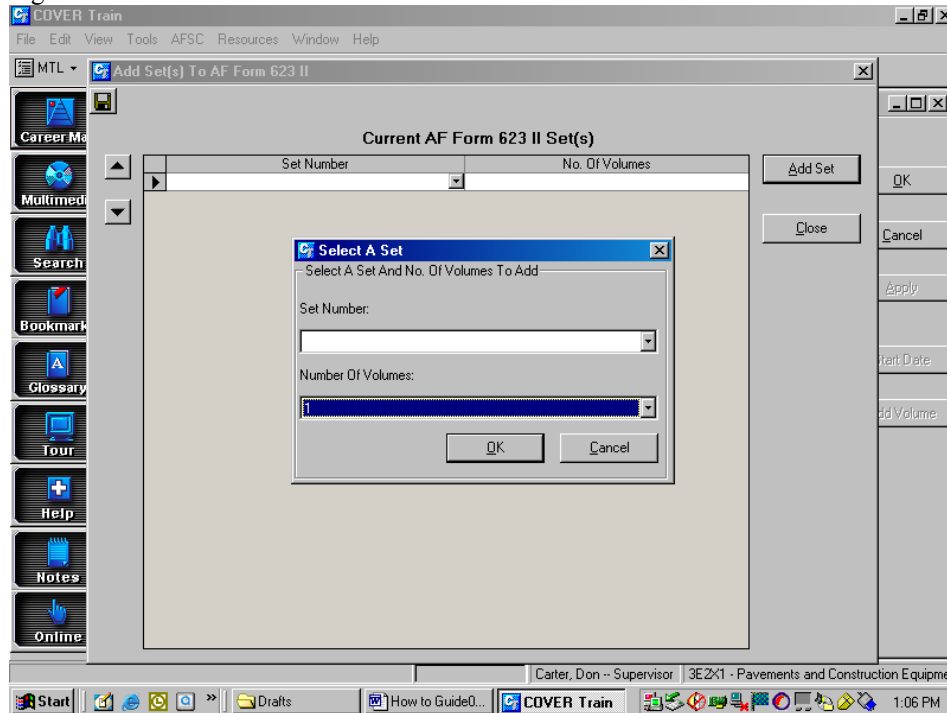
STEP-4. Select set number from drop down menu.

STEP-5. Select Number of volumes for set from drop dowm menu.

STEP-6. Select OK

IMPORTANT: ALL set requirements for upgrade should be loaded at this time. Repeat steps from step 3 above to add additional sets if required.

Figure 6-9

STEP-7. Type in Course number and course title.

STEP-8. Double click Start Date box to view calendar and select date started CDC and due date. Normal requirements are one month per volume. NOTE: do not place start date on next volume until previous volume is completed

STEP-9. Double click Date Complete Box to view calendar and select date course or CDC was completed. Click on arrows to change months and click on year to change years.

STEP-10. Record Test score in score box.

NOTE: Click on arrow buttons to view sets.

6.3.4.2. III. Formal Training

Figure 6-10

STEP-1. Select 623 III tab

STEP-2. Enter Course Number.

STEP-3. Enter Course Title.

STEP-4. Double click Start Date box to view calendar and select date started course. Click on arrows to change months and click on year to change years.

STEP-5. Double click Date Complete Box to view calendar and select date course was completed.

6.3.5. 623a Tab.

Figure 6-11

STEP-1. Select **623a Tab.**

STEP-2. Type text documenting trainee's training progression.

STEP-3. Select on Trainee Signature Box (have trainee type in password).

STEP-4. Select OK.

STEP-5. Select on Supervisor Signature Box (Type in your SSAN and password).

STEP-6. Select OK.

6.3.5.1. Select ADD when another documentation is required and repeat above steps.

NOTE: Trainee and supervisor signatures must be on last record prior to adding a new record.

6.3.6. 797 Tab

Figure 6-12

STEP-1. Select **797 Tab.** Tasks will be shown only after 797 is created in Create MTL and trainee is enrolled in the 797 task from the Enroll Tab or 797 tasks are assigned to trainees duty position.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Trainee or Trainer or Certifier and input User ID and Password to sign off task or tasks.

NOTES: Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a. Task may be deleted if they are not part of trainees duty position.

6.3.7. 803 Tab.

Figure 6-13

STEP-1. Select **803 Tab.**

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory.**

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

6.3.8. 1098 Tab

Figure 6-14

STEP-1. Select **1098 Tab.** Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab or 1098 tasks are assigned to trainees duty position.

STEP-2. Highlight task by clicking on gray box to the left of the task

STEP-3. Click on due date box on left side of screen to view calendar and select next due date for task. Click on arrows to change months and click on year to change years.

STEP-3. Click on trainee's initial box on left side of screen. Have trainee input password.

STEP-4. Click on certifier box on left side of screen. Have certifier input user ID and password. Date complete will insert automatically after trainee and certifiers initials.

STEP-5. To recertify task highlight task and click on Recertify button on right side of screen. Have trainee input password. Have certifier input user ID and password. NOTE: due date will change to next set due date.

6.3.9. JQS Tab.

Figure 6-15
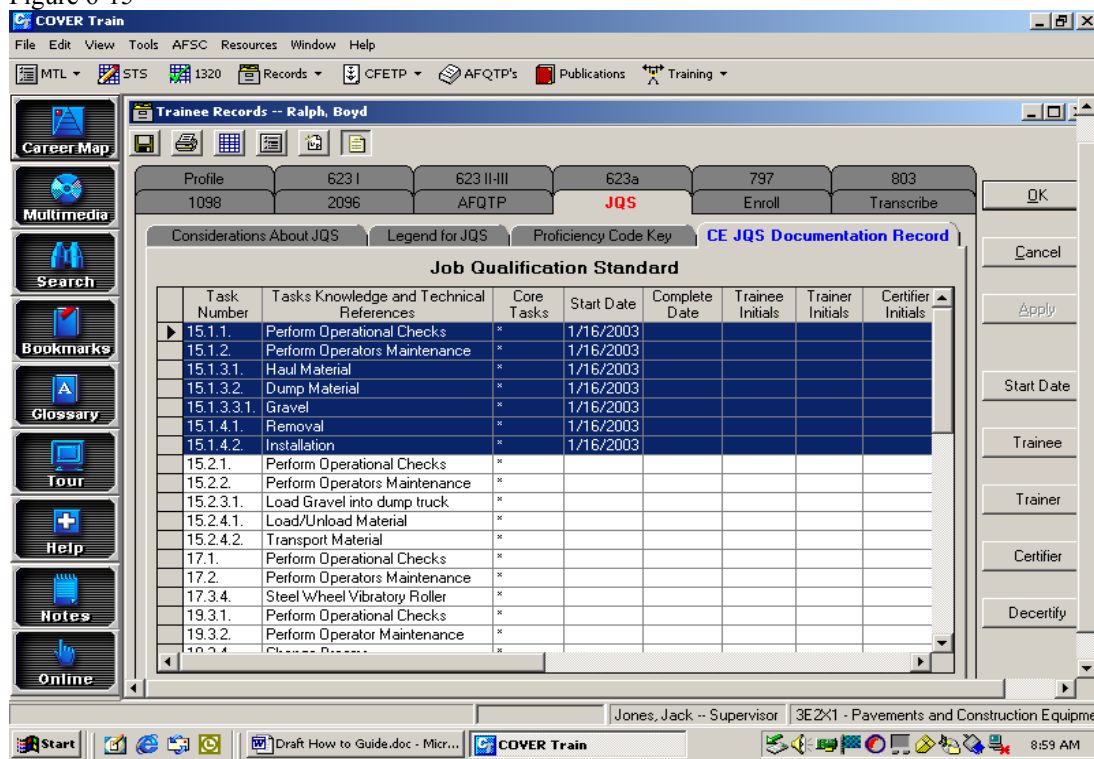
STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select gray box or ►next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Click on arrows to change months and click on year to change years. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Trainee** or **Trainer** or **Certifier** box to initial task. Trainee, Trainer or Certifier must type in User ID and Password. Trainee must initial task before trainer and certifier. AFQTP task must be initialed on core task prior to JQS.

NOTE: You must have appropriate access rights to initial/decertify a task. User ID will automatically show in trainee box.

6.3.9.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified on task.

6.3.10. AFQTP

Figure 6-16

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if trainee is enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ►to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select on **Start Date** button to view calendar to set start date.

STEP-4. Select **Trainee** or **Trainer** box. Trainee or Trainer must type in User ID and Password. User ID will automatically show in trainee box.

STEP-5. Select **CerTest** box and type in User ID and Password to view calendar, select completion date and select OK.

6.3.10.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

6.3.11. Enroll Tab

Figure 6-17
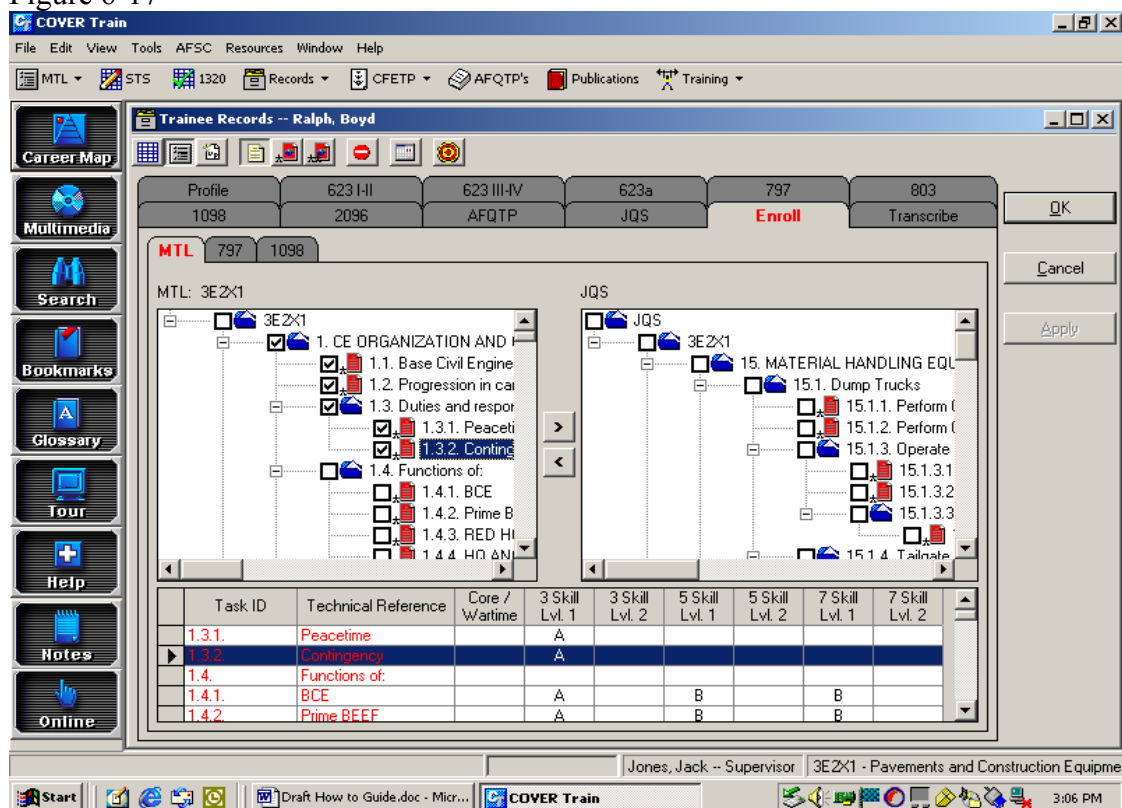
NOTE: You must be loaded as the individual's Supervisor, Immediate Supervisor or Temporary Supervisor in the Trainee profile screen to enroll trainee in tasks.


STEP-1. Select the **Enroll Tab**

STEP-2. Double-Click the **MTL** icon to display the AFS folder and task list built for your section.
[>] button to view calendar. Select due date and reminder days and Select OK.
NOTE: This step applies a training start date to the task.

STEP-5. Select the 797 Tab and select task(s) that you wish to enroll a trainee in and select the [>] button to enroll the trainee.

STEP-6. Select the 1098 Tab and select task(s) that you wish to enroll a trainee in and select the [>] button to enroll the trainee.

6.3.12. Transcribing Records

6.3.12.1. Electronic. The electronic transcribe Tab allows you to transcribe from a previous CFETP to a newly released CFETP with a touch of a button. This feature will be used when new CFETPs are released after the implementation of COVER Train.
NOTE: Use only on a trainee record with an existing signed JQS in COVER Train on a previous STS i.e. 3E8X1 personel with signed COVER Train records prior to download of patch 2.0.50. All other initial entries in COVER Train should use the Paper Transcribe Tab identified in next section

Figure 6-18
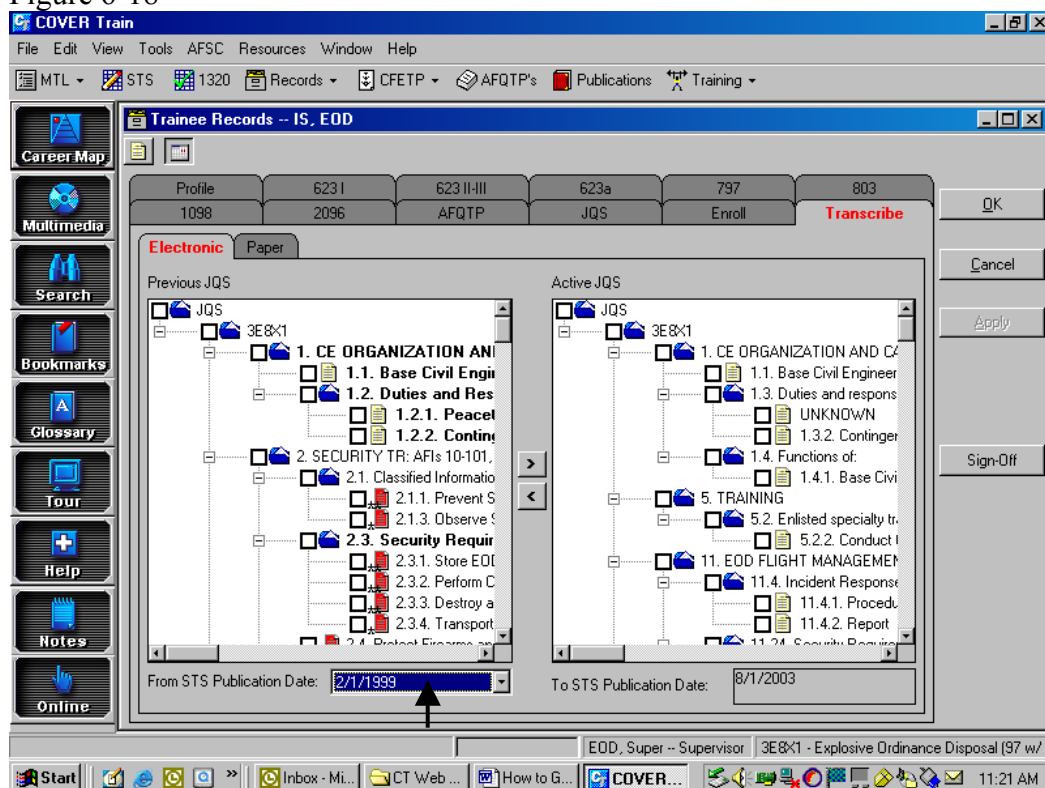
STEP-1. Select **Transcribe Tab.**

STEP-2. Select **Electronic Tab.**

STEP-3. Change From STS pub date to previous STS.

STEP-4. Select the **checkboxes** next to the tasks that you wish to transcribe.
NOTE: Task that are signed off on prevous JQS will show up in left hand screen.

STEP-5. Select the right arrow button to move those tasks into the new JQS. All tasks will convert to new JQS. You will be prompted to insert a date follow transcribe rules in identified in Paper transcribe in next section.

6.3.12.2. Paper. The paper transcribe is used when first inputting new users into COVER Train who already have a paper JQS. To transcribe from paper to COVER Train:

Figure 6-19
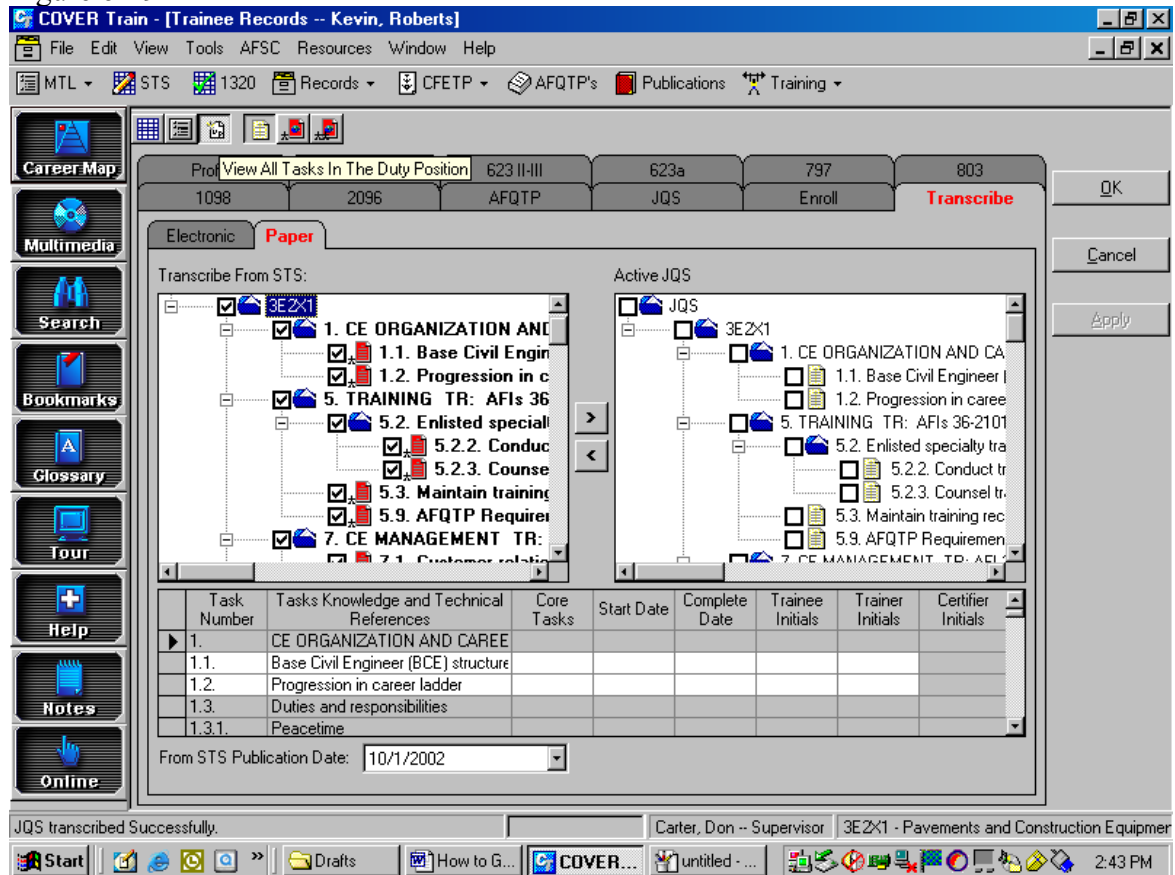
STEP-1. Select **Transcribe Tab.**

STEP-2. Select **Paper Tab.**

STEP-3. Select the **checkboxes** next to the tasks that are signed off on trainees paper STS/JQS NOTE: These should be tasks that are in trainees MTL/Duty position.

STEP-4. Select the right arrow button to move those tasks into the new JQS.

Figure 6-20

STEP-5. Have trainee read, verify task transcription and place USER ID and password.

STEP-5a. Select OK to place initials on JQS

STEP-5b. Select Sign-off Later. NOTE: This requires going into JQS at a later date and signing off tasks.
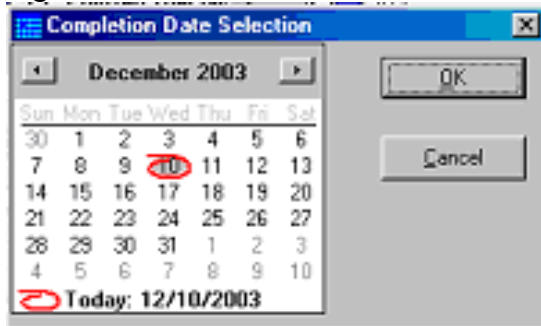
Figure 6-21

STEP-5. Supervisor read, verify task transcription and place USER ID and password.

STEP-5a. Select OK to place initials on JQS

STEP-5b. Select Sign-off Later. NOTE: This requires going into JQS at a later date and signing off tasks.

Figure 6-22

STEP 7. On tasks that are part of your MTL leave the date selected and select OK.

STEP-8. On tasks that are not part of your MTL select the date that the trainee completed the task by clicking on arrows to change months or click on year to change years and select OK. These tasks do not require signatures in the JQS per AFI 36-2201 volume 3.

6.3.13. Document JQS on Transcribed Records

Figure 6-23

NOTE: Start date and trainer columns will be grayed out and is not required on transcribed task.

STEP-1. Select ►to select task to sign off. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray on each task to select non-consecutive tasks.

STEP-2. Select Trainee or Certifier box. Trainee or Certifier must type in User ID and Password. You must have appropriate access rights to sign off task. User ID will automatically show in trainee box.

NOTE: On tasks that are part of your MTL:

- Trainee and Certifiers initials are required on all transcribed tasks

- Do not sign off transcribed tasks that are not part of your MTL only carry over previous completion date

6.3.14. Export Trainee Disk

To Save record on a disk follow below steps.

STEP-1. Place a formatted 3.5 diskette or CD ROM in the disk drive

STEP-2. Select **File** from the main screen tool bar and select **Export User Records.**

Figure 6-24

STEP-3. Highlight trainee by selecting the gray box next to trainee's name. STEP-4. Select Export User box to open the **Save As** dialog box.

STEP-5. Select the drop down arrow in the Save in: box and select the directory or drive you would like to save record.

STEP-6. The filename will be automatically set to the trainee's last name + last four digits of their Social Security Number. Select **Save**.

Export Trainee records continued

NOTE: Export Multiple Users: To Export multiple users, hold down either the Control key or the Shift key and click the users that you wish to export, and then click the Export User button. COVER Train will only produce one export file with all the users information contained in that file. The name defaults to the trainee's last name + last four digits of their SSN; however you may change this name if you desire.

When exporting multiple users, file size will more than likely exceed the size of a floppy disk. You may export your files to any data source that you choose whether that be a CD, USB Pen Drive, or on a shared Network drive.

You will see a warning once you select the export user button. Please ensure that you are not saving your records where you have previously saved records, as this will over write those records. Records that are being exported REMAIN IN COVERTRAIN. It is recommended that when a record is exported, the record be locked by using the lock feature located on the profile screen. This ensures that no changes will be made to the record while that record is not being actively used on that system.

Figure 6-25
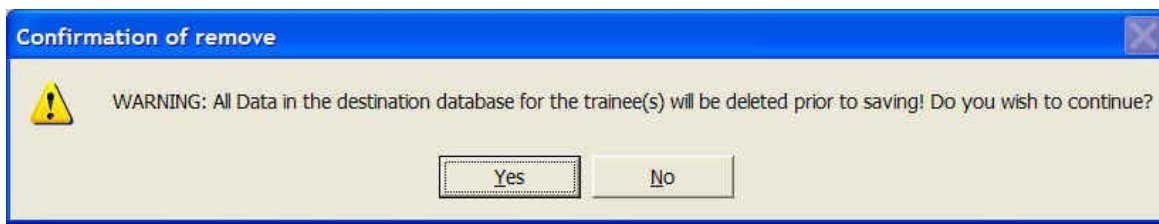
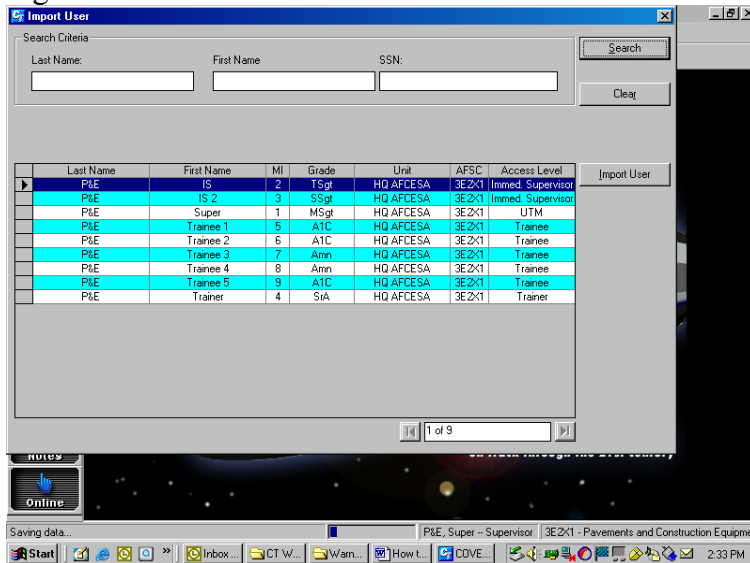## 6.3.15. Import Trainee Disk

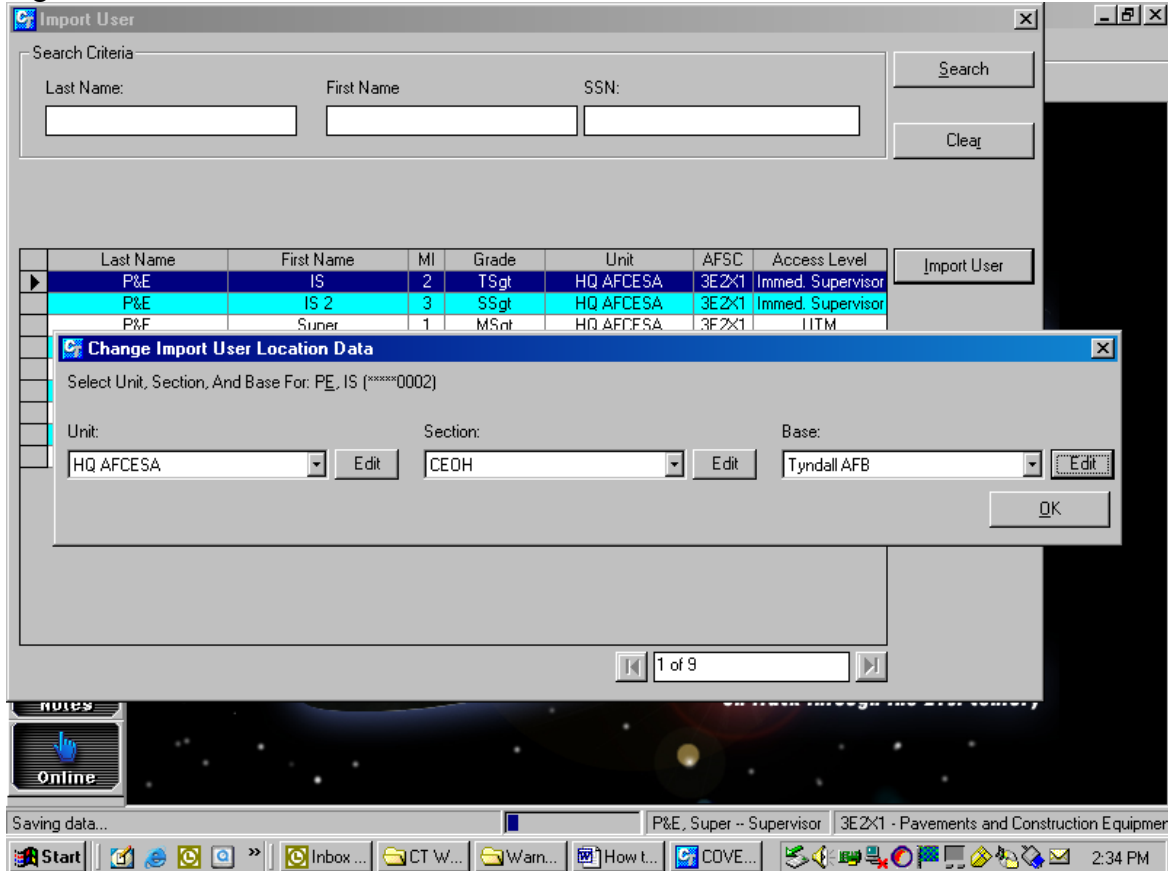STEP-1. Select Import User Records from the file drop down menu.

Figure 6-26

STEP-2. Select the Users record(s) that need to be imported into the database. Select one or multiple records and select import user.
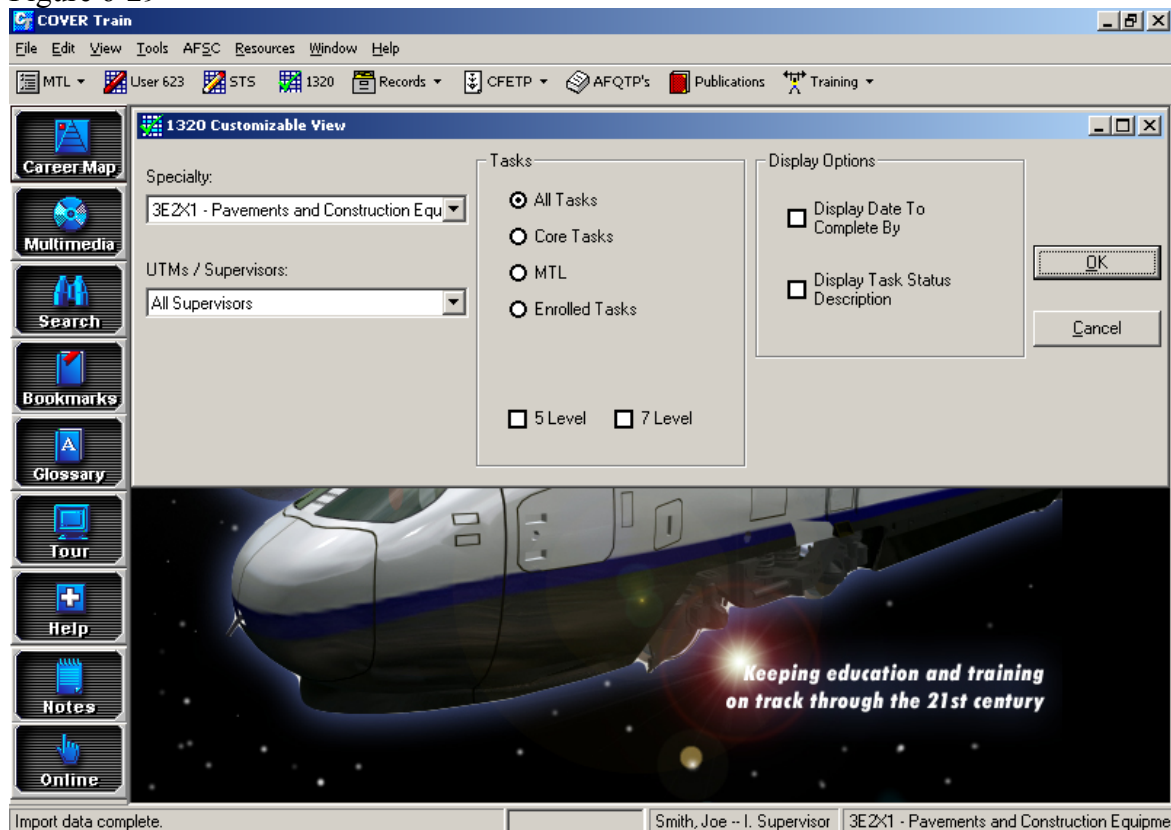
Figure 6-27

Figure 6-28

STEP-3. Change unit, section and base to meet the settings for the receiving database.
Note: This is required so the records will show in receiving database.

STEP-4. Select OK to import user(s)

6.3.16. Develop / View Form 1320 (Training Chart)

Figure 6-29

6.3.16.1. The 1320 report provides a simple method for organizing training information about the job and the worker. You may specify people and tasks to customize your report. To create the report:

> STEP-1. Select 1320 on the toolbar.
>
> STEP-2. Adjust the report parameters according to your needs.
>
> STEP-3. Select Advanced to review the tasks for a specific trainee.
>
> STEP-4. Select OK to run the report. When the report displays, you may rollover each symbol to see the task name and status.

NOTE: After loading your shop's trainees and enrolling them in their JQS, their names automatically appear on the 1320 Form. Start and completion training dates will also be posted in the appropriate fields.

6.3.17. Initiate Upgrade Actions Using Form 2096

NOTE: This form is used to track upgrade information on trainee for unit information only. Ensure all training requirements have been completed in accordance with the CFETP. For official upgrade actions follow your servicing Military Personnel Flight guidance.

Figure 6-30

STEP-1. Open the trainee's records and select the **2096** Tab.

STEP-2. Complete all appropriate fields.

6.3.18. Print Records

Figure 6-31
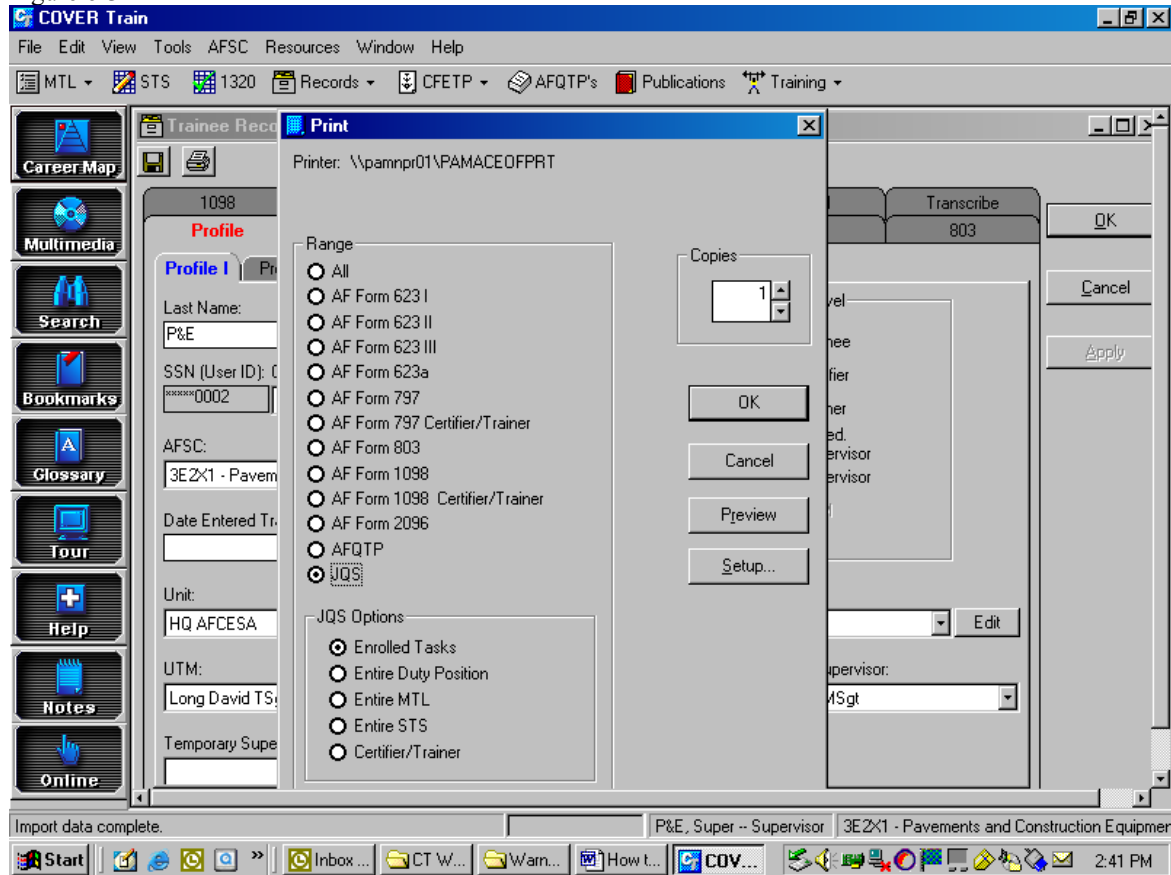
6.3.17.1. From the **Print** dialog, you may select to print a single form or all forms. To print records:
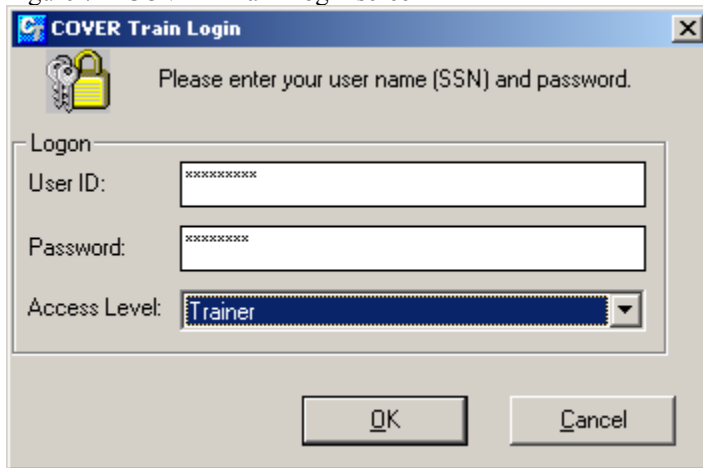
>STEP-1. Select the **Print** button at the top left corner of the screen.

>STEP-2. Select form or all.

>STEP-3. Select **OK** to print or **Preview** to view form.

Chapter 7

Trainer Functions
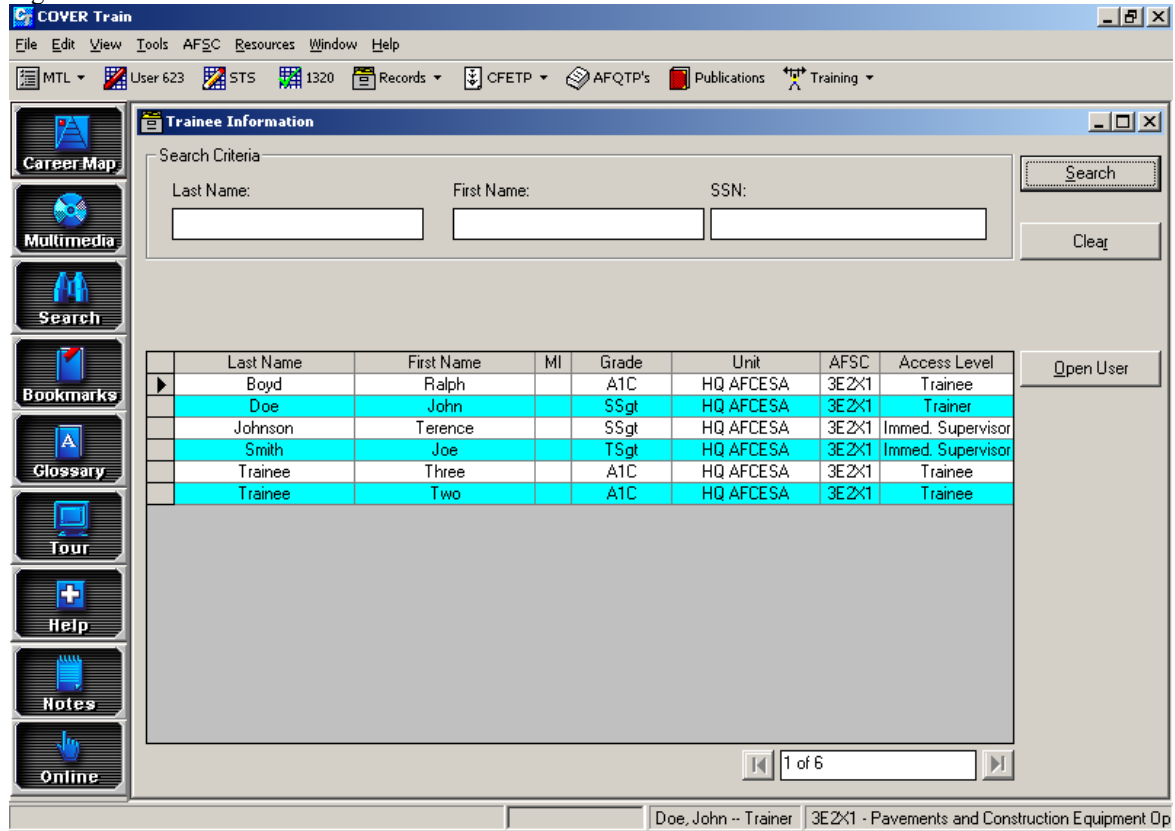
7.1. Perform Login Function

Figure 7-1 COVER Train Login screen

  STEP-1. Double click on COVER Train icon on your desktop.

  STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

  STEP-3. Enter your **Password.**

  STEP-4. Select **Trainer** from the **Access Level** drop-down list.

  STEP-5. Select **OK** to open COVER Train.

7.2. Open Trainee Records

Figure 7-2

STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search.**

STEP-3. Select the [>] button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

7.3. Document Task Evaluation Using Form 803

Figure 7-3

STEP-1. Select **803 Tab.**

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory.**

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

7.4. Update Trainee JQS

Figure 7-4

STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen. These must be accomplished by trainee supervisor.

STEP-2. Select ▶ next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Trainer** box to initial task. Type in your User ID and Password. Trainee must initial task before trainer. AFQTP task must be initialed on core task prior to JQS.

NOTE: You must have appropriate access rights to initial/decertify a task. User ID will automatically show in trainee box.

7.4.1. Select **Decertify** box to decertify a trainee on a task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

7.5. AFQTP

Figure 7-5

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if trainee is enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ▶ to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select on **Start Date** to view calendar and select start date.

STEP-4. Select **Trainer** box. Type in your User ID and Password. User ID will automatically show in trainee box.

STEP-5. Select **CerTest** box and type in User ID and Password to view calendar, select completion date and select OK.

7.5.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

7.6. 797 Tab.

Figure 7-6

STEP-1. Select **797 Tab.** Tasks will be shown only after 797 is created in Create MTL and trainee is enrolled in the 797 task from the Enroll Tab or 797 tasks are assigned to trainees duty position.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Trainee or Trainer or Certifier and input User ID and Password to sign off task or tasks.

NOTES: Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a. Task may be deleted if they are not part of trainees duty position.

<div align="center">

Chapter 8

CERTIFIER FUNCTIONS

</div>

8.1. Perform Login Function

Figure 8-1 COVER Train Login screen

STEP-1. Double click on COVER Train icon on your desktop.

STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

STEP-3. Enter your **Password.**

STEP-4. Select **Certifier** from the **Access Level** drop-down list.

STEP-5. Select **OK** to open COVER Train.

8.2. Open Trainee Records

Figure 8-2
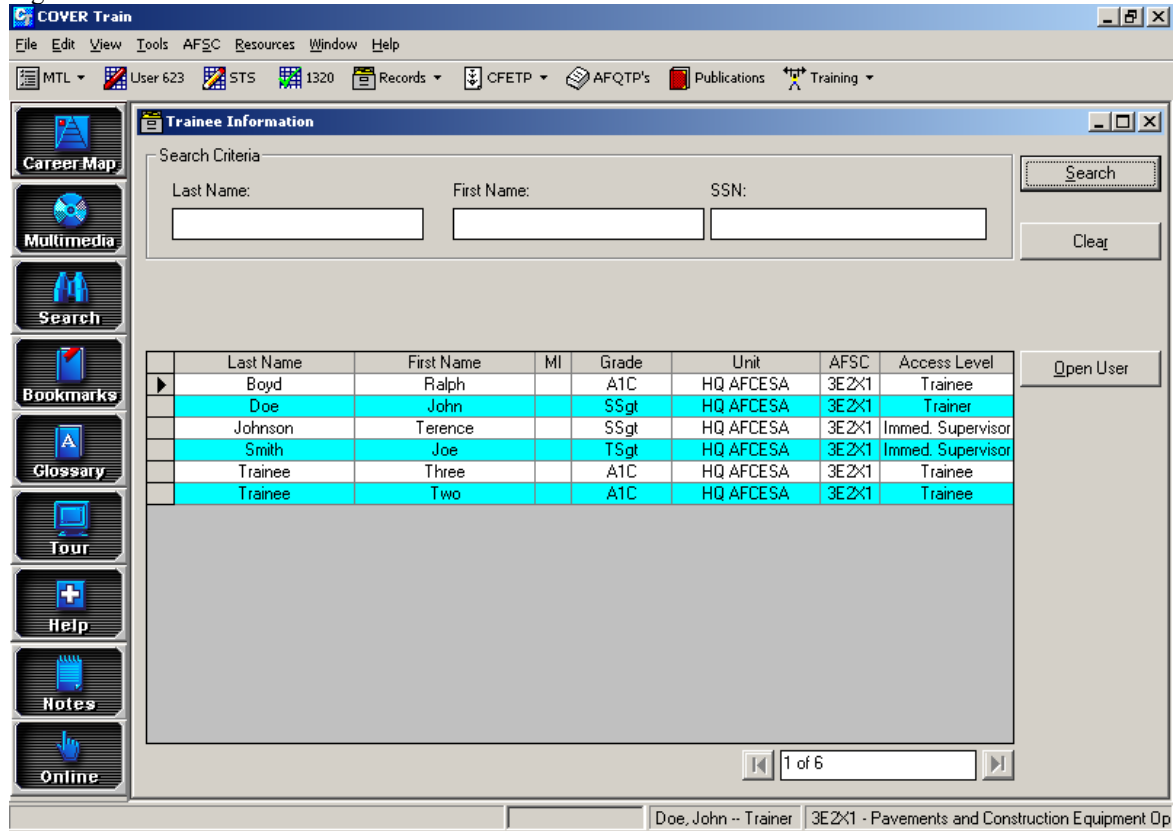
STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search.**

STEP-3. Select the [>] button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

8.3. Document Task Evaluation Using Form 803

Figure 8-3

STEP-1. Select **803 Tab.**

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory.**

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

8.4. Update Trainee JQS

Figure 8-4
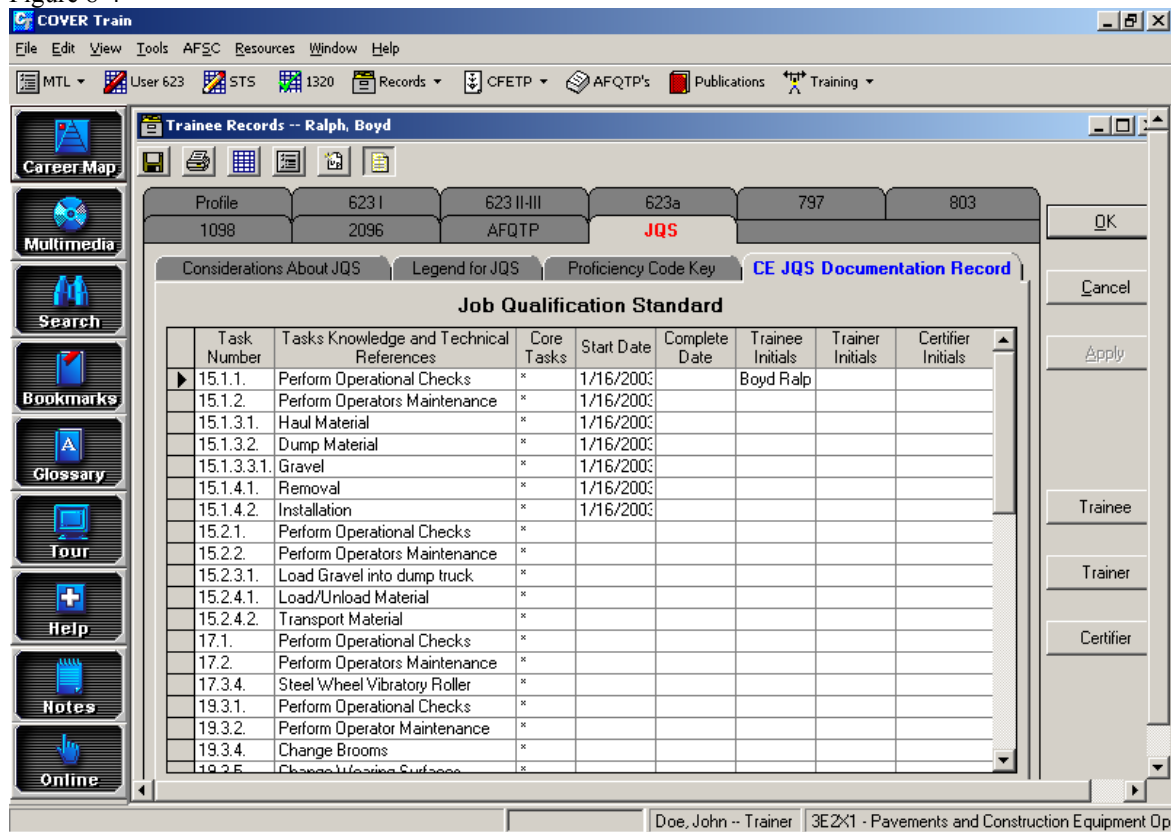
STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab or given a duty position from the Profile screen by trainee's supervisor. Task must already have a start date given from trainee's supervisor for a certifier other than trainee supervisor to sign.

STEP-2. Select ►next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Certifier** box to initial task. Type in your User ID and Password. Trainee and Trainer must initial task before Certifier. **NOTE: AFQTP task must be initialed on core task prior to JQS.**

8.5. 1098 Tab

Figure 8-5

STEP-1. Select **1098 Tab.** Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab or 1098 tasks are assigned to trainees duty position.

STEP-2. Highlight task by clicking on gray box to the left of the task

STEP-3. Click on due date box on left side of screen to view calendar and select next due date for task.

STEP-3. Click on trainee's initial box on left side of screen. Have trainee input password.

STEP-4. Click on certifier box on left side of screen. Have certifier input user ID and password. Date complete will insert automatically after trainee and certifiers initials.

STEP-5. To recertify task highlight task and click on Recertify button on right side of screen. Have trainee input password. Have certifier input user ID and password. NOTE: due date will change to next set due date.

8.6. 797 Tab.

Figure 8-6

STEP-1. Select **797 Tab.**

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Certifier box and input your User ID and Password to initial task or tasks.
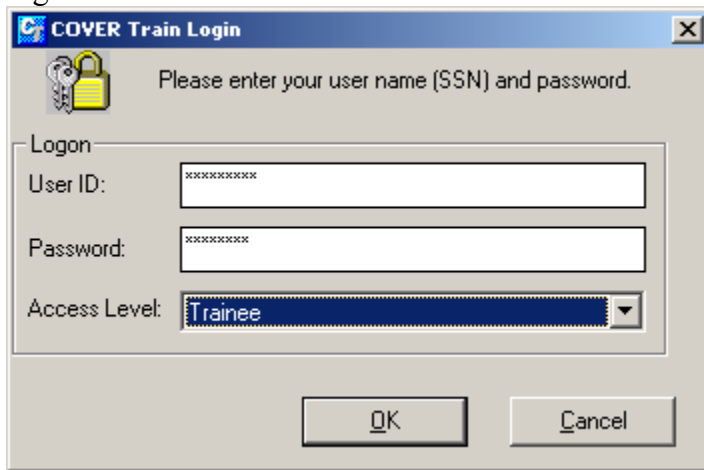
8.6.1. Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a.

Chapter 9

TRAINEE FUNCTIONS

9.1. Perform Login Function

Figure 9-1

STEP-1. Double click on COVER Train icon on your desktop.

STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

STEP-3. Enter your **Password.**

STEP-4. Select **Trainee** from the **Access Level** drop-down list.

STEP-5. Select **OK** to open COVER Train.

9.2. Update Data From Student Disk

STEP-1. Login to COVER Train.

STEP-2. Insert formatted 3.5 diskette is in the disk drive.

STEP-3. From the menu bar on the main screen, select **Import User Records**.

STEP-4. Select your records and select OK.

9.3. Review CFETP Part I

NOTE: Some key areas (References and AFQTPs) **will not unlock** until you complete the next two steps.

Figure 9-2
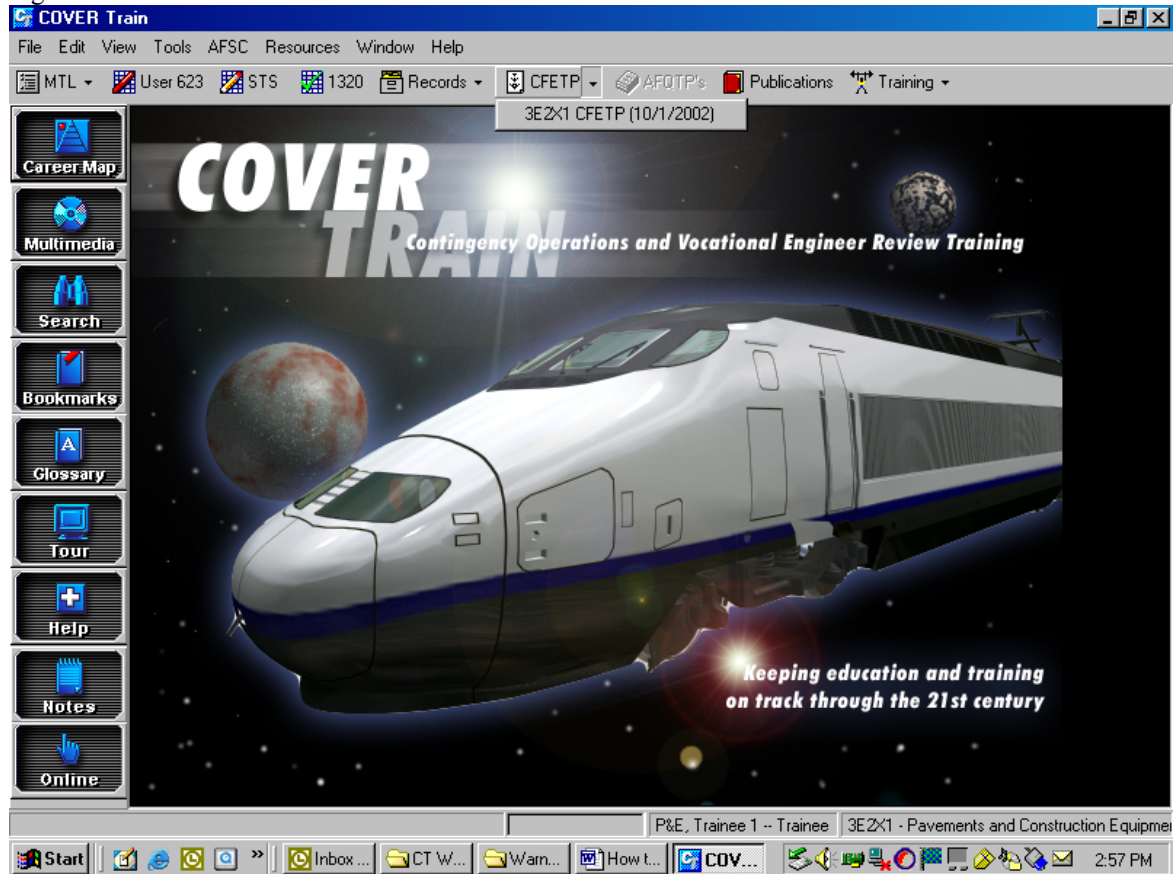
STEP-1. Click on the **CFETP** drop-down button from the tool bar on the main screen.

STEP-2. Click on CFETP or Change doc.

STEP-3. Select **Part I** to open the CFETP Part I screen.

STEP-4. Read the Introduction and Sections A – E.

STEP-5. Take the Quiz.

NOTE: You must correctly answer at least 12 of 16 questions to proceed.

9.4. View MTL and Duty Position

Figure 9-3
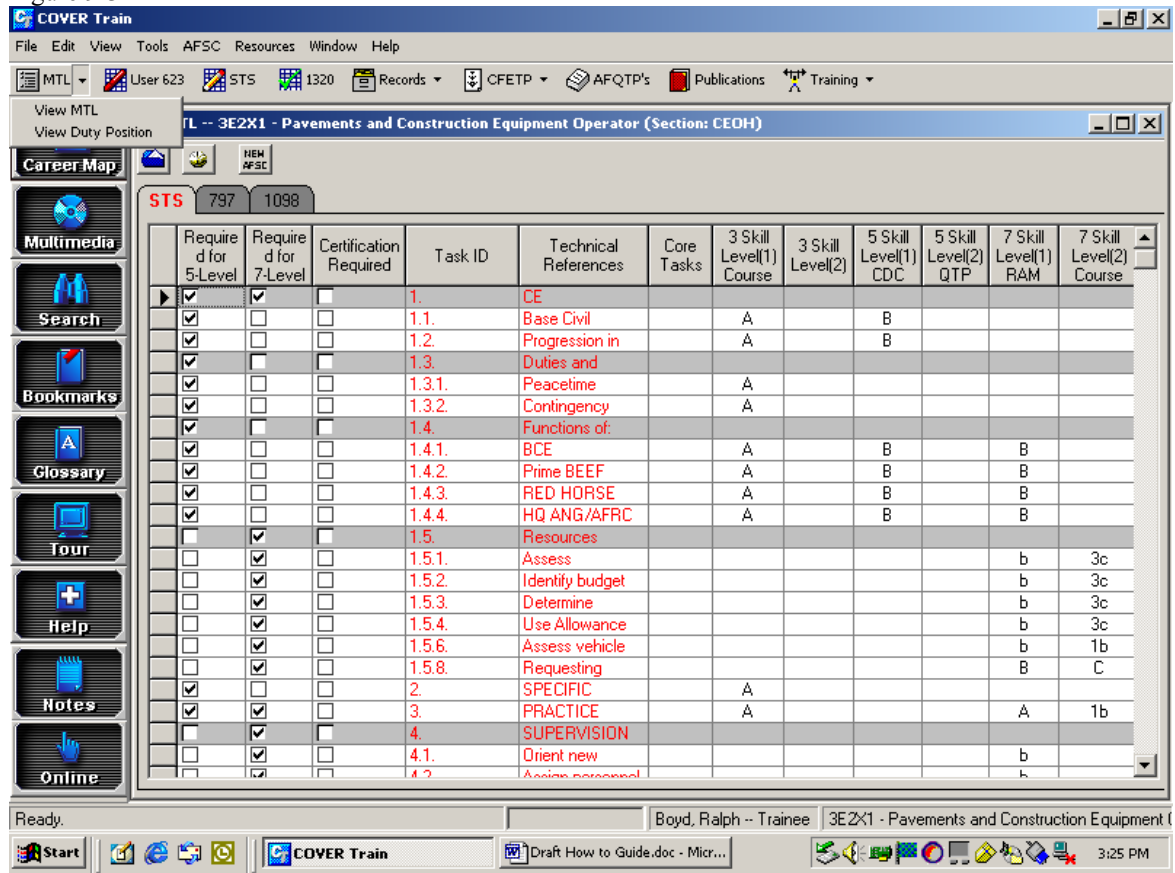
9.4.1. To view your sections Master Task List (MTL) or Duty Position select MTL:

STEP-1. Select MTL or Duty Position from the tool bar on the main screen.

9.4.2. The MTL identifies all tasks that are accomplished at your duty location.

9.4.3. The Duty Position identifies all tasks required by your supervisor to accomplish your job.

9.5. Access AFQTPs

Figure 9-4
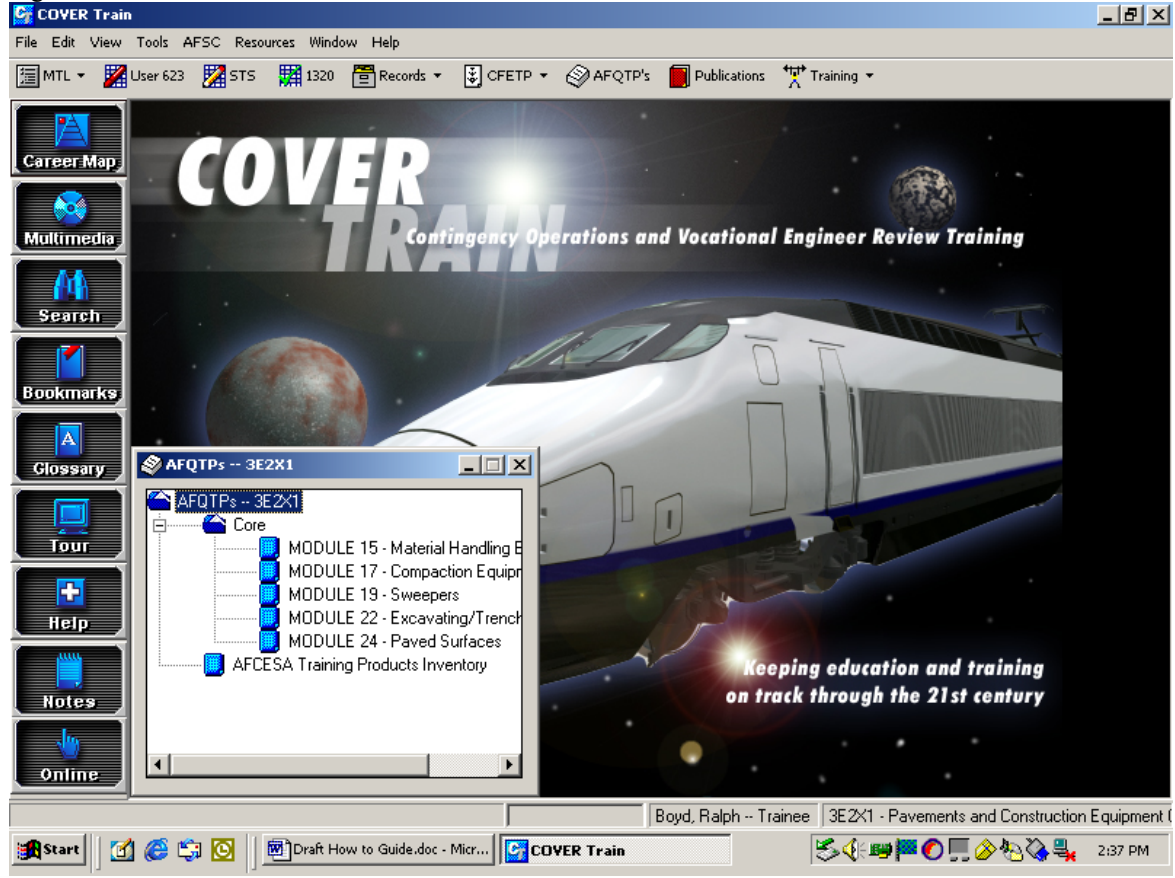
9.5.1. To access AF Qualification and Training Packages:

STEP-1. Select **AFQTP** on the main screen tool bar to view AFQTP screen.

STEP-2. Select the module desired by pointing to and double clicking the item. This action launches the QTP in a read-only format.

9.5.2. Highlight or copy various items and paste notes on a text pad using the Notes function.

NOTE: To use the Notes function, press the **Notes** key on the function bar, then copy and paste as with normal Windows operations.

9.5. Access AFQTPs (Cont'd)

Figure 9-5
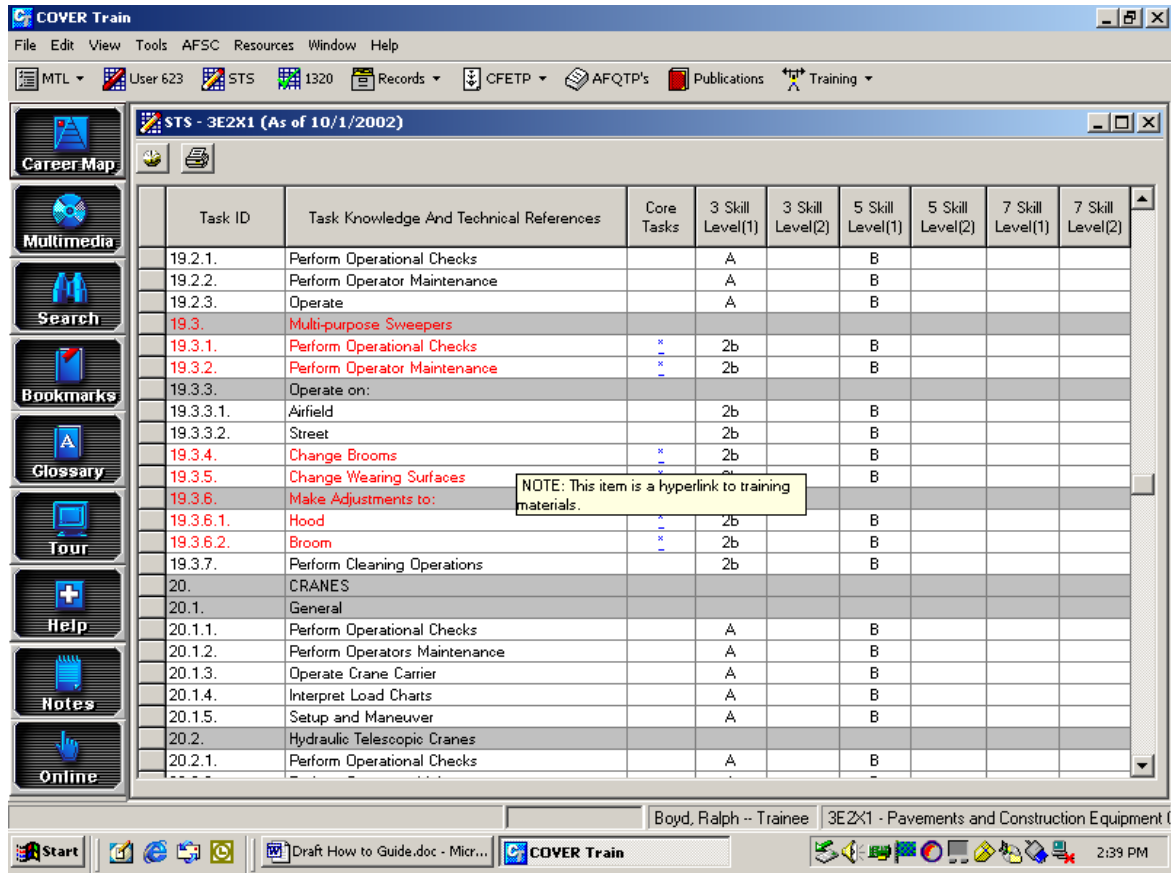
9.5.3. To access the exact section in the AFQTP in AFSCs 3E0X1, 3E0X2, 3E2X1, 3E4X1, 3E4X2, and 3E4X3 follow the below steps:

STEP-1. Select the STS box on main menu.

STEP-2. Double Click on the blue hyperlink symbol in the Core task column of the STS.

STEP-3. Follow course info instruction.

9.6. Review Training Records

Figure 9-6
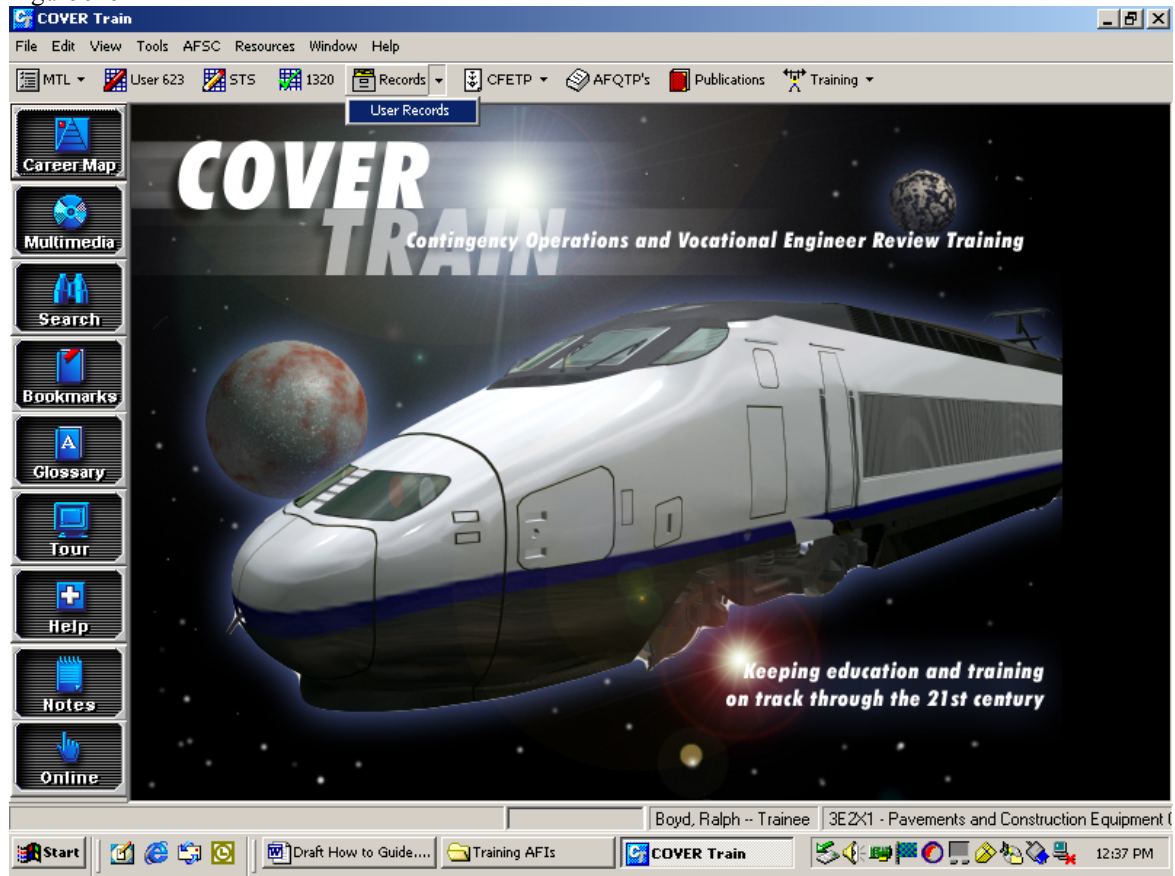
To review your training records follow the below steps:

STEP-1. Select the **User 623** or Records **User Records** from the main toolbar screen

STEP-2. Select the applicable Tab for the form you wish to view. Below is a list of where you can find information on each tab:

TAB	PAGE
• Profile	84
• 623 I	85
• 623 II	86
• 623-III	87
• 623a	88
• JQS	89
• AFQTP	90
• 1098	91
• 797	92
• 803	93

9.7. Trainee Profile

Figure 9-7

Review information in your Profile I screen for accuracy. Let your Immediate Supervisor know if changes are required. The only change that you can make is to the Password field. To change your password:

> STEP-1. Select password box and delete password.

> STEP-2. Type in your new password.

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

If you forget your password you must contact your UTM.

9.8. 623 I

Figure 9-8

STEP-1. Select **623 I Tab.**

STEP-2. Select on (insert down arrow) in DAFSC/Job series: field. Select AFSC.

STEP-3. Double click on **Individual's Signature** box.

STEP-4. Input your User ID and password.

NOTE: Date will automatically appear in Date box. This can also be accomplished when log on as a trainee.

9.9. 623 II–III

Figure 9-9
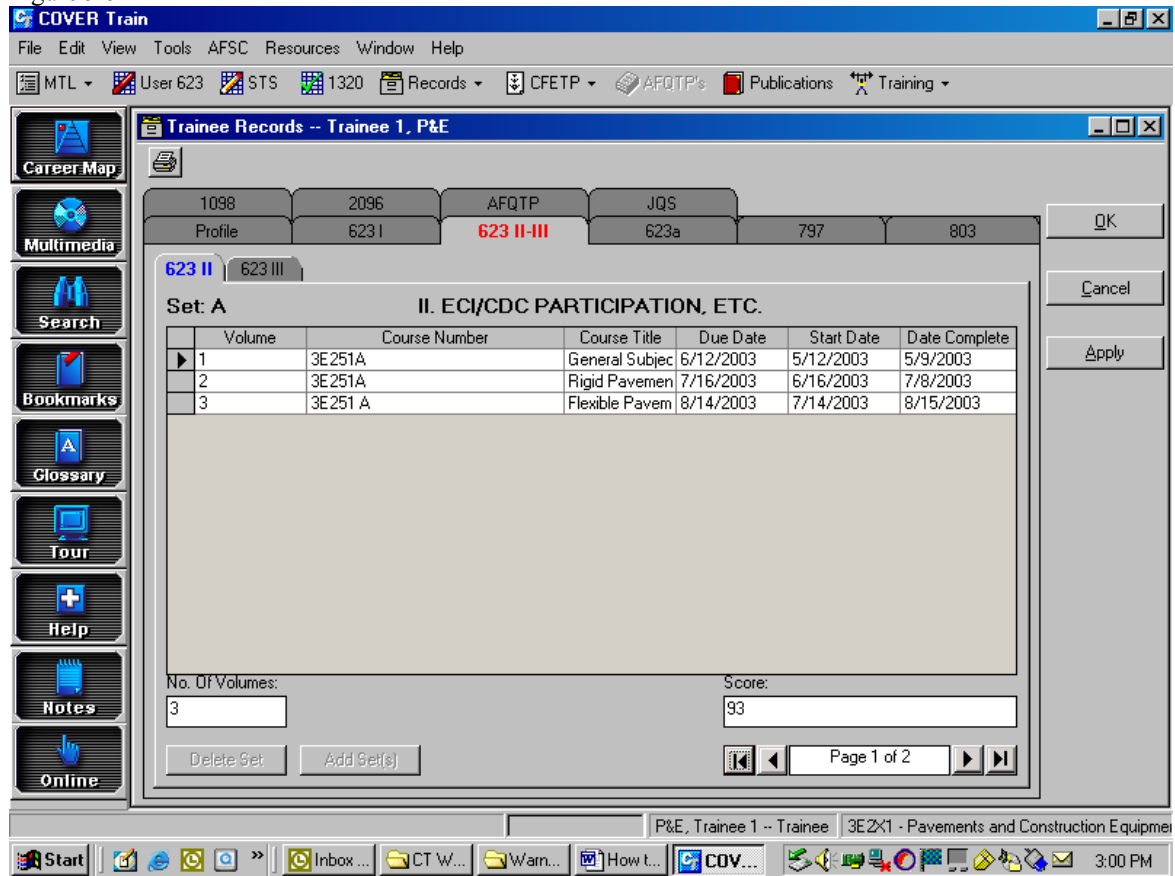
9.9.1. 623 II

Follow the below step to view your ECI/CDC Participation

> STEP-1. Select 623 II-III Tab.
>
> STEP-2. Select 623 II Tab.
>
> STEP-3. Select arrow buttons on bottom left hand of screen to go through pages.

NOTE: Updates can only be made by your Immediate Supervisor, Shop Supervisor or UTM.

9.9.2. 623 III

Figure 9-10

Follow the below step to view your ECI/CDC Participation

> STEP-1. Select 623 II-III Tab.
>
> STEP-2. Select 623 III Tab.
>
> STEP-3. Select arrow buttons on bottom left hand of screen to go through pages.

NOTE: Updates can only be made by your Immediate Supervisor, Shop Supervisor or UTM.

9.10. 623a

Figure 9-11

The AF Form 623a is used to document an individual's training progression. This form is used to reflect status, counseling and breaks in training. Both the supervisor and trainee must sign and date all entries. Follow the below steps to view your On the Job Training Continuation sheets (623a):

STEP-1. Select **623a Tab.**

STEP-2. Select ► to view next page(s).

NOTE: Only Trainer's, Certifier's, Immediate Supervisor's, Shop Supervisor or UTM can initiate new forms. Trainee must sign form in author's presence using steps below:

STEP-3. Select on Trainee Signature Box (have trainee type in password).

STEP-4. Select OK.

9.11. Review / Update JQS

Figure 9-12

The JQS form is used to document STS task completion. To initial task completion follow below steps:

STEP-1. Select **JQS Tab**. Tasks will show only if you're enrolled in a task by supervisor from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select ►next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select **Trainee** box to initial task. Type in your Password, your User ID will automatically show up. On core task the AFQTP must be initialed prior to JQS.

9.12. AFQTP

Figure 9-13

The AFQTP form is used to document completion of Air Force Qualification Training Packages. To initial completion on task follow below steps:

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if you are enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ►to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select **Trainee** box. Type in your Password. User ID will automatically show in trainee box.

9.13. 1098

Figure 9-14

STEP-1. Select **1098 Tab.** Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab or 1098 tasks are assigned to trainees duty position.

STEP-2. Highlight task by clicking on gray box to the left of the task

STEP-3. Click on trainee's initial box on left side of screen. Input password.

NOTE: To recertify task highlight task and click on Recertify button on right side of screen. Input password. Have certifier input user ID and password. Due date will change to next set due date.

9.14. 797

Figure 9-15

The AF Form 797 is a continuation of your CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II.   To initial task follow the below steps:

STEP-1. Select **797 Tab.**

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select Trainee box and input your User ID and Password to initial task or tasks.

9.15. 803

Figure 9-16

The AF Form 803 is used to document task evaluations. Follow the below steps to view your Task Evaluations (803):

   STEP-1. Select **803 Tab.**

   STEP-2. Select ► to view next page(s).

NOTE: Only Trainer's, Certifier's, Immediate Supervisor's, Shop Supervisor or UTM can initiate new Evaluations.

9.16. Export Trainee Disk

See page 59 in Immediate Supervisor section 6.3.14. on page 59

9.17. Import Trainee Disk

See page 61 in Immediate Supervisor section 6.3.15.

9.18 E-Mail Records

Figure 9-17
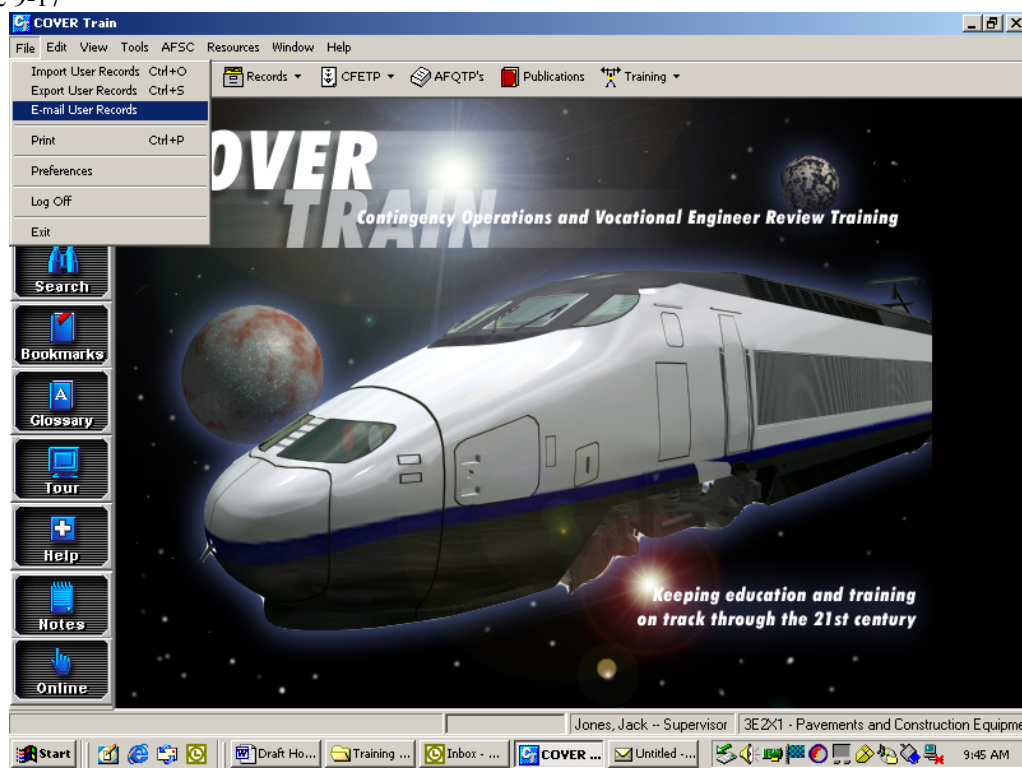
NOTE: You must save your record to a disk or file on your hard drive. Follow the Export records function on previous page then follow below steps:

STEP-1. Select **E-Mail User Records** from the File menu to launch Microsoft Outlook.

STEP-2. Enter the e-mail address of the person to whom you are sending the file in the **To** field.

STEP-3. Select [icon] to attach a file.

STEP-4. Browse to the location where you saved your student file and select the file.

STEP-5. Select **Send**.

HINT: You may want to "Zip" the file using a zip utility before you send your e-mail. This will help in reducing the size of the attached file.

APPENDIX

Featured Highlights and Specifications

Access Level Functions: Note users can have multiple access levels

Trainee – Establishes a training record and authorizes initials in all forms in trainee column for that record. NOTE: Must be checked if training record is required for individual.

Certifier – Authorizes user to access any training record in their AFSC and allows their signature in certifier column in all forms. Note: tasks must have a start date established. Allows creation of 623a record for trainee to include ability to sign in supervisor box for 623a entry.

Trainer - Authorizes user to access any training record in their AFSC and allows their signature in trainer column in all forms. Note: tasks must have a start date established. Allows creation of 623a record for trainee to include ability to sign in supervisor box for 623a entry.

Immediate Supervisor – Places individual in Immediate Supervisor drop down menu on profile screen. When selected allows access to record and authorizes assigning of duty positions, transcribe record, enrollment of tasks and assignment of start/due date for tasks. Allows loading of Trainers, Certifiers, and Trainees into the program.

Supervisor – Authorizes creation of MTL and duty positions for AFSC and section assigned. Places individual in Supervisor drop down menu on profile screen. When selected allows access to record and authorizes assigning of duty positions, transcribe record, enrollment of tasks and assignment of start/due date for tasks. Allows loading of Suervisors, Immediate Supervisors, Trainers, Certifiers, and Trainees into the program.

UTM - Authorizes user view rights to access any training record in unit. Allows creation of 623a record for trainee to include ability to sign in supervisor box for 623a entry. Allows loading of all users into the program.

Admin-First Login Functionality—After installation of COVER Train, the UTM should first change password, review the Responsibilities document, launch OJT CBT package, add one shop supervisor per AFSC/section. The Generic Login is **Username: 123456789 Password: 123abcd!**

Admin-STS—When the administrator selects this button, COVER Train lists all available specialties in the F&FW window, allowing the user to double-select one of the specialties and display it. Once a specialty is selected, the STS opens, functioning just as it does

from the trainee menu. When the user selects CFETP or AFQTP fields the document or abstract displays in the documents window.

Admin-1320—Details a shop's enrollment and status of trainee's progress in completing assigned tasks. Lists all tasks with at least one trainee enrolled for the current shop/specialty. Lists all trainees currently enrolled for the current shop/specialty. Details the trainee's status on each task. Displays list of Trainers and Certifiers.

Admin Records (FILE): Import user Records: Used to copy trainee records from a disk to database. **Export Users records:** Used to copy trainee records from database to a disk. **E-mail user records**: Used to copy trainee records to a file to e-mail.

Bookmarks—Reflect current user's name; allows user to add, remove, or re-name bookmarks.

Career Map— Aerospace video clip representing the Air Force enlisted career path.

Duty Position: Create: Shop supervisor function used to identify a duty positions from sections MTL. **View:** Used to view duty position task requirements.   **Import:** Used to copy duty position into a section. **Export:** Used to copy a duty position.

Glossary—Lists the most common training terms, accessible by letter or search.

Help—Provides topic-oriented and context-sensitive assistance within the application.

Media List—Interactive tree view list of video clips, categorized by Specialty ID.

MTL (Master Task List) **Create:** Shop supervisor function used to identify 100% task coverage for section. **View:** Used to view section task requirements.   **Import:** Used to copy MTL into a section. **Export:** Used to copy a MTL. **Transcribe:** Used to transfer MTL tasks from one CFETP/STS publication date to the next.

Notes—Allows user to write, manage, and print personal notes and information.

Online—Launches default browser to http://www.afcesa.af.mil/.

Preferences—Allows user to adjust various settings to personal taste.

Profile Screen – Shows users and trainee's information including such things as: Name, Rank, Phone number, Base, AFSC, Unit, and Section.

Search—Allows user to search COVER Train using pre-selected drop-down list categories.

Tour—External CBT for COVER Train users on features and functionality.

Trainee 623a (On the Job Training Record continuation sheet) Tab in trainee's record to document trainee's training progression. Trainee and supervisor must enter electronic-initials (E-ID) on all entries.

Trainee 797 (Job Qualification Standard continuation sheet) Tab in trainee's record to document training on required tasks not identified in the STS. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than trainer and certifier (if required) enters electronic-initials (E-ID) in the applicable field after hands on training on task is complete.

Trainee 803 (Report of Task Evaluations) Tab in trainee's record used by Unit training managers, supervisors, certifiers and trainers to document task evaluations.

Trainee 1098 (Special Task Certification and Recurring Training) Tab in trainee's record to document certification or recurring training. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than certifier enters electronic-initials (E-ID) in the applicable field after certification or recurring training is complete.

Trainee-AFQTPs -- Tab in trainee's record to document AFQTP completion. Trainee must be enrolled in core/diamond task from enroll tab or assigned a duty position. The trainee, than trainer enters electronic-initials (E-ID) in the applicable field after completion of AFQTP.

Trainee-CFETP Part I—Allows the trainee access to CFETP Part I document through a tree view interface. Trainee must view the documents sequentially and complete the quiz before CFETP Part II, the Technical Reference Library, AFQTP's, and CAT I/CAT II are unlocked. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-CFETP Part II—Function is not available until the trainee has completed all nodes in the CFETP Part II. Lists all CFETP Part II documents and allows access through a tree view form. The trainee is not required to complete nodes in order. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-Formal Training—Lists all Formal Training documents and allows access through a tree view interface. This form is the same for all specialties. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee JQS (Job Qualification Standard) Tab in trainee's record to document training on STS tasks. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than trainer and certifier (if required) enters electronic-initials (E-ID) in the applicable field after hands on training on task is complete.

Trainee STS (Specialty Training Standard) Trainee's specialty is in the screen title, and all tasks for that Specialty ID is listed in each form. AFQTP abstracts and documents for AFSCs 3E0X1, 3E0X2, 3E2X1, 3E4X1, 3E4X2, and 3E4X3 may be viewed by double-clicking icon in the QTP field.

Trainee-Technical Reference Library—Function is not available until all nodes in Technical Reference library are completed. Lists all Technical Reference library documents and allows access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-Prime Beef-- Function is not available until all nodes in CAT I & Cat II are completed. Lists all CAT I & Cat II documents and allows access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window. **NOTE**: specific and general AFSC requirements will be added at a later date.

Trainee-Pubs and Resources-- Lists all Pubs and Resources documents and allows access through a tree view interface. This form is the same for all specialties. Double clicking a node will display an abstract and thumbnail of the document in the documents window.

Transcribe (Electronic) – Transfers all tasks from the current CFETP / STS to the next Publication date of the CFETP / STS.

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